STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Dunsmuir Grade	Northern	147
Inspection Facility		
Evaluated by:		Date:
Lieutenant T. Ga	arr	05/14/09
Assisted by:		Date:
Sergeant L. Pov	vell	05/14/09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Inspec	ctor's Signatur	e:	
☑ Division Level ☐ Command Level		j		\$
☐ Office of Inspections ☐ Voluntary Self-Inspection	7	1	=	
Follow-up Required:	Commande	rs-Signature:	n, 1	Date: 8-12-09
For applicable policies, refer to HPM 11.1, Chapter 6.			(	:
Note: If a "No" or "N/A" box is checked, the "Remarks" section	shall be ut	llized for ex	planation.	
Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	☐ Yes	□ No	⊠ N/A	Remarks: The Dunsmuir Grade I. F. has not entered into any reimbursable contracts within the time period inspected.
<ol><li>Does the billing rate include mileage and other expenses such as uniform or equipment damage?</li></ol>	☐ Yes	□No	⊠ N/A	Remarks: See above
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	Yes	□ No	⊠ N/A	Remarks: See above
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	☐ Yes	□No	⊠ N/A	Remarks: See above
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	☐ Yes	□No	·⊠ N/A	Remarks: See above
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	☐ Yes	□No	⊠ N/A	Remarks: See above
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	☐ Yes	□ No	⊠ N/A	Remarks: See above
Are written requests for specific services directed to the appropriate command?	☐ Yes	□No	⊠ N/A	Remarks: The Dunsmuir Grade I. F. has not received any written requests for specific reimbursable services within the time period inspected.
9. Are traffic control services less than \$50,000 approved by Division?	Yes	□No	⊠ N/A	Remarks: See above
10. Are traffic control services estimated to be \$50,000 or	□ Yes	□ No	N/A	Remarks: See above

### **INSPECTION PROGRAM**

11.	Are extraordinary protective services approved by the Assistant Commissioner, Field?	☐ Yes	□ No	⊠ N/A	Remarks: See above
951				N	
Salary Series	ons 12 through 17 pertain to collecting advance dep	osits.			
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	☐ Yes	□No	⊠ N/A	Remarks: The Dunsmuir Grade I. F. Area has not entered into any reimbursable services contracts during the time period inspected.
13.	Is a CHP 465 form completed in accordance with policy?	Yes	□No	⊠ N/A	Remarks: See above
	Are advance payments collected from the contracting company prior to the start of the service?	☐ Yes	☐ No	⊠ N/A	Remarks: See above
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	☐ Yes	□No	⊠ N/A	Remarks: See above
	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	☐ Yes	□No	⊠ N/A	Remarks: See above
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	□No	⊠ N/A	Remarks: See above
DEW SHIELD	ons 18 through 31 pertain to the preparation of agre	ements.			
	Is a CHP 466 maintained?	⊠ Yes	☐ No	□ N/A	Remarks: A CHP 466 is maintained in the Area's suspense files.
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	Yes	□No	⊠ N/A	Remarks: See above
	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□No	⊠ N/A	Remarks: See above
	. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	Yes	☐ No	⊠ N/A	Remarks: See above
	. Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□No	⊠ N/A	Remarks: See above
	. Is the original RSA signed and filed at Area?	Yes	☐ No	⊠ N/A	Remarks: See above
24.	. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	☐ Yes	□No	⊠ N/A	Remarks: See above
25	. Is the indemnification clause included in the agreement when requested?	Yes	□No	⊠ N/A	Remarks: See above
26	. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	Yes	□No	⊠ N/A	Remarks: See above
27	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□No	⊠ N/A	Remarks: See above

### **INSPECTION PROGRAM**

28.	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks: See above
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□ No	⊠ N/A	Remarks: See above
30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	Yes	□No	⊠ N/A	Remarks: See above
31.	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	Yes	□ No	⊠ N/A	Remarks: See above
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.
32.	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	☐ No	⊠ N/A	Remarks: The Dunsmuir Grade I.F. provides no departmental training to external agencies which would require a contractual agreement.
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and	☐ Yes	□ No	⊠ N/A	Remarks: See above
34.	special projects) within 5 days?  Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	□ No	⊠ N/A	Remarks: See above
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	Yes	□ No	⊠ N/A	Remarks: See above
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	Yes	□ No	⊠ N/A	Remarks: See above
37	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	Yes	☐ No	⊠ N/A	Remarks: See above
	. Are outstanding items being inspected and resolved?	☐ Yes	□ No	⊠ N/A	Remarks: See above
	ions 39 through 52 pertain to extraordinary protective		s and repo	ort of ove	rtime hours for reimbursable
Specia 39	al projects.  Is a copy of the CHP 467 and CHP 465 submitted to	Charge Selection	With See I VO Method Co.	Chart Agen Georgean	
	FMS upon completion of extraordinary protective services?	☐ Yes	☐ No	⊠ N/A	Remarks: The Dunsmuir Grade I, F, has not provided contractual protective services.
	. Is a reimbursable special project code obtained on every contractual service?	Yes	□No	⊠ N/A	Remarks: See above
41	. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	Yes	☐ No	N/A	Remarks: See above
42	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	Yes	□No	⊠ N/A	Remarks: The monthly overtime reports have not contained any reimbursable special project overtime within the time period inspected.

### INSPECTION PROGRAM

43.	Are all corrections noted on the overtime report(s)?	☐ Yes	□No	⊠ N/A	Remarks: See above
44.	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□ No	□ N/A	Remarks: See above
45.	Is the original overtime report(s) forwarded to FMS?	☐ Yes	☐ No	⊠ N/A	Remarks: See above
46.	Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?	⊠ Yes	□ No	□ N/A	Remarks: See above The overtime report is sent to Division as soon as the Area's monthly report is received via Comm-Net.
47.	Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?	⊠ Yes	□No	□ N/A	Remarks:
48.	Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	☐ Yes	□No	⊠ N/A	Remarks: Coordinated by Northern Division
49.	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	Yes	□No	⊠ N/A	Remarks: The Dunsmuir Grade I. F. Area has not had any reimbursable non-uniformed personnel hours within the past calendar year.
50	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	Yes	□ No	⊠ N/A	Remarks: No amendments of reimbursable services have been requested.
51	Are all payments made directly to FMS?	Yes	□No	⊠ N/A	Remarks: See above
52	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks: See above

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Dunsmuir Grade	Northern	8
Inspected by: Lieutenant T. G	arr	Date: 05/14/09

INSTRUCTIONS: This document shall be typed. number of the inspection in the Chapter Inspection shall be routed to and its due date. This docume improvement, identified deficiencies, corrective a	on number. Under "Forward to:" enter the nex nt shall be utilized to document innovative pra	kt level of command where the document actices, suggestions for statewide
TYPE OF INSPECTION  Division Level Command Level  Executive Office Level	Total hours expended on the inspection: 2hours	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:  Yes No Due D		
Chapter Inspection: CHAPTER 8, Comments Regarding In		and DUI Cost Recovery
	8 x x x x x x	: 9 E
Command Suggestions for Statewick	de Improvement:	
*		
	*	

The Dunsmuir Grade Inspection Facility has not entered into any reimbursable services contracts within the time period covered by this inspection. The Office Services Supervisor (OSS) demonstrated a thorough knowledge with regard to departmental policy and procedure governing tracking and reporting reimbursable contracts overtime hours. The OSS maintains a CHP 466 in her suspense file, which she checks on a monthly basis and closes out at year-end.

The Inspection Facility's monthly overtime reports are reviewed and justified by the OSS and are sent to the Commander for review and approval. Reporting for all overtime has been completed within the required time frames.

Inspector's Findings:

## COMMAND INSPECTION PROGRAM

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Command: Dunsmuir Grade	Division: Northern	Chapter: 8
Inspected by:		Date:
Lieutenant T. G	Lieutenant T. Garr	

D0	Lieutenant T. Garr	05/14/09
Page 2		
Commander's Response: Concur	or Do Not Concur (Do Not Concur shall o	document basis for response)
	9	
	" and "e sall	
	174	
	- r y	
Inspector's Comments: Shall address netc.)	on concurrence by commander (e.g., findings re	evised, findings unchanged,
etc.).		40
5.2		
	92	
Required Action		Anti-Control of the Control of the C
	Average and the second of the	ASSET CONTRACTOR CONTRACTOR CONTRACTOR
Corrective Action Plan/Timeline	11 11 11 11 11 11 11 11 11 11 11 11 11	

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 8/12/09
	INSPECTOR'S SIGNATURE	DATE 8/12/09
☐ Reviewer discussed this report with employee  ☐ Concur ☐ Do not concur	Example H. Parrial	8/15/2009

1 of 4

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL.

### INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY

Command: Dunsmuir Grade Inspection Facility	Division: Northern	Number; 8
Evaluated by:	-	Date:
Lt. Todd Garr		05/14/2009
Assisted by:		Date:
Sgt. George Steffenson		05/14/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

		0:			
TYPE OF INSPECTION	Lead Inspec	ctor's Signatur	·e:		
☑ Division Level ☐ Command Level	D550	1			→ 1975 to 1
☐ Office of Inspections ☐ Voluntary Self-Inspection	7	4.	<del>-</del> T		Eac. 1 (1) 1 (1) 1
Follow-up Required:  Follow-Up Inspection  BY:	Commande	rs Signature:		2	8-12-69
For applicable policies, refer to HPM 11.1, Chapter 20.					
Note: If a "No" or "N/A" box is checked, the "Remarks" section	shall be ut	lized for ex	planation.		
<ol> <li>Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?</li> </ol>	⊠ Yes	□ No	□ N/A	Remarks:	
2. What are these procedures?	174 H 7.00	e di		i-1	1 2 3
Upon a qualifying incident, field officers collect CHP 415s, <i>Daily</i> and complete a CHP 735 for review by the shift sergeant. The additional review is performed and/or placed in Area suspense has the final level of review at which time the CHP 735 is signe	CHP 735 awaiting c	package is onviction/to	then forwa xicology re	arded to the	e clerical staff where
Does the command have a specific employee(s) assigned to process all CHP 735 forms?	⊠ Yes	□ No	□ N/A		The Office Services has been assigned this
4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	⊠ Yes	□ No	□ N/A	Remarks:	

### **INSPECTION PROGRAM**

1	Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	Yes	□No	⊠ N/A	Remarks: No CHP 735s filed.
2	<ul> <li>Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: <ul> <li>A Blood Alcohol Content (BAC) under .08%</li> <li>A chemical test is positive for drugs only</li> <li>There is no supporting BAC test of drug test (i.e., a refusal)</li> </ul> </li> </ul>	⊠ Yes	□ No	□ N/A	Remarks:
3	of Section A of the form being forwarded to FMS within ten business days from one of the following dates?	☐ Yes	∏ No	⊠ N/A	Remarks: No CHP 735s filed.
	<ul> <li>The date of BAC results of =.08% were received</li> <li>The date of BAC results of =.04% were received for a commercial driver</li> </ul>		œ		
4 2 4	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a	Yes	□ No	⊠ N/A	Remarks: No CHP 735s filed.
le i	conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?	2			
N X	<ul> <li>The person arrested refused to provide a chemical test</li> <li>The arrest was for drugs only</li> <li>A BAC of &lt; .08% was obtained</li> </ul>		-		
Ę	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	☐ Yes	□No	⊠ N/A	Remarks: No CHP 735s filed.
(	6. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	☐ No	⊠ N/A	Remarks:
	7. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	Yes	□No	⊠ N/A	Remarks: No CHP 735s filed.
	B. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	Yes	□No	⊠ N/A	Remarks: No CHP 735s filed.

### **INSPECTION PROGRAM**

CHAPTER 8

COMMAND DUI COST RECOVERY

1.	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	☐ No	⊠ N/A	Remarks: No CHP 735s filed.
2.	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery	☐ Yes	☐ No	⊠ N/A	Remarks: No CHP 735s filed.
	included in the CHP 735?  Response Time				
	On-Scene Investigation				
	<ul><li>Follow-up Investigation</li><li>Report Writing</li></ul>	-			No.
	Vehicle Storage				# # B
	Call Back				
	<ul><li>Field Sobriety Testing</li><li>Transportation</li></ul>	1.7			
	Booking				
	Chemical Testing				
3.	<ul> <li>Traffic Control</li> <li>Are the staff hours for officers-in-charge, sergeants,</li> </ul>				, ,
*:x	lieutenants, or captains listed on the CHP 735 for	Yes	☐ No	⊠ N/A	Remarks: No CHP 735s filed.
N ≤ = .	time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory			=	
	tasks?				Ä.
4.	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being	⊠ Yes	□No	□ N/A	Remarks:
	used?	□ 163		L N//	11
5.	Is a copy of the CHP 735 being retained at the			⊠ N/A	Remarks: A file system is in place.
	command and filed?	Yes	☐ No	N/A	
6.	Is the command utilizing the, optional, CHP 735A to	⊠Yes	□No	□ N/A	Remarks:
	track cases qualifying for the DUI Cost Recovery Program?				
7.	In the absence of a CHP 735A, how is the command to	acking the	DUI Cost I	Recovery	Program?
N/A					
8.	Are commands using a case monitoring system to			1	
	track cases qualifying for the DUI Cost Recovery	Yes	☐ No	⊠ N/A	Remarks:
	Program including the following information in the monitoring system?				
	Defendant Information				
	Violation Information			1	
	<ul><li>Court Information</li><li>FMS Information</li></ul>				
	BAC test results				

### **INSPECTION PROGRAM**

9. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	☐ No	⊠ N/A	Remarks; No CHP 735s filed.
Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□ No	⊠ N/A	Remarks: No CHP 735s filed.
11. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□ No	⊠ N/A	Remarks: No CHP 735s filed.
12. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	☐ Yes	□ No	⊠ N/A	Remarks: No CHP 735s filed.
Question 25 pertains to Fiscal Management Section.		704		
13. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□ No	⊠ N/A	Remarks: No CHP 735s filed.

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Dunsmuir Grade Inspection Facility	Division: Northern	Chapter: 8
Inspected by: Lieutenant T. (	Date: 05/14/2009	

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated, Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Total hours expended on the Corrective Action Plan Included inspection: □ Division Level □ Command Level ☐ Attachments Included ☐ Executive Office Level hours Forward to: Follow-up Required: ⊠ No Yes Due Date: Chapter Inspection: CHAPTER 8, Command Reimbursable Services and DUI Cost Recovery Inspector's Comments Regarding Innovative Practices:

Dunsmuir Grade utilizes a suspense system which checks the status of all CHP 735, Incident Response Reimbursement Statement forms. This suspense system utilizes a master type document that has a summary of departmental polices and procedures that should be followed regarding the filing of CHP 735s. Additionally, this form also has a monthly check system that is initialed and dated by the employee reviewing the Area's CHP 735s each month. In commands such as Inspection Facilities where the frequency of CHP 735s is low, this type of suspense system is helpful to guide employees through the process.

Command Suggestions for Statewide Improvement:	4 1 1	

Inspector's Findings:

There were no CHP 735s to inspect.

Note: A random sampling of CHP 202, *Driving Under the Influence Arrest-Investigation* reports was conducted. The investigation reports were reviewed and none were found warranting a CHP 735.

### COMMAND INSPECTION PROGRAM

### **EXCEPTIONS DOCUMENT**

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Commander's Response: Concur or F	Do Not Concur (Do Not Concur shall docume	ent basis for response)
Table 1	<del>-</del>	
	2	
	*	
a s		
Inspector's Comments: Shall address non c	concurrence by commander (e.g., findings revised,	findings unchanged.
etc.)		manigo anonangoa,
8 * CY 1.		
	a after a	
2 · · · · · · · · · · · · · · · · · · ·	и н	
Required Action		
Corrective Action Plan/Timeline		
ii .		
160		. 20
	*	
	2	
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE / /
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	49	8/0/09
(occ + ii W o. 1, Onapter o for appear procedures.)	INSPECTOR'S SIGNATURE	DATE
	9-1-	8/12/09
Deviewer discussed this asset with	REVIEWER'S SIGNATURE	8/12/2009
Reviewer discussed this report with employee	THE VIEW OF BOUNT ONL	×1-1
Concur Do not concur	(Frankett. Paristy=	8/15/2009
	J	

#### INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:	
Redding	Northern	135	
Evaluated by: V. Zambrana,	Date: 5/28/2009		
Assisted by: M. Mezzano, Sgt., #10584		Date: 5/28/2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION			Lead Inspector's Signature:				
☐ Division Level		Command Level					
-3	_			///	10		/
Office of Inspec	tions L	Voluntary Self-Inspection		//.	11/1c	heles	k /
Follow-up R	equired:	Follow-Up Inspection	Commande	r'š Signature:			Date: / }
Yes	⊠ No	BY:	6/1409.				6/11/09.
				3) 			
For applicable po	olicies, refer to	HPM 11.1, Chapter 6.					
Note: If a "No" or	N/A" box is che	cked the "Remarks" section	shall be ut	ilized for ex	planation		
1. Prior to the	e performance o	of services, is the				Remarks:	
		of the rates charged for	⊠ Yes	☐ No	□ N/A	Remains.	12
services, o		uipment usage, and					Ì
		le mileage and other	···		**************		
expenses	such as uniform	or equipment damage?		☐ No	□ N/A	Remarks:	
		provided to another state			£	Remarks:	
	the agency's five	e-digit billing code		☐ No	□ N/A	rtemants.	
obtained?	a ando donumo	ented on the Reimbursable					
	ig code docume Billing Memoran		⊠ Yes	□No	□ N/A	Remarks:	
		HP uniformed employee					
assigned t	the detail if the	e cancellation notification is		☐ No	□ No □ N/A □	Remarks:	
		the scheduled service?					
		4 hours overtime charged	⊠ Yes	□No	□ N/A	Remarks:	
	onoyee(s) could ron of their service	not be notified of the	M res				
		ne procedures to obtain					
necessary	right-of-way cle	earances or permits, local		☐ No	□ N/A	Remarks:	
		ertinent information made					
	o inquiring parti						
	n requests for sp priate command	pecific services directed to	⊠ Yes	□No	□ N/A	Remarks:	
		s less than \$50,000	2 100	1110	1,000		
	by Division?		☐Yes	☐ No	⊠ N/A	Remarks:	
10. Are traffic	control services	s estimated to be \$50,000 or				Remarks:	_argest = \$36,400
		fice of the Commissioner?	LIYes	☐ No	⊠ N/A	Tremains.	_aryest = #JU,400
		ve services approved by the	⊠ Yes	□No	N/A	Remarks:	None in File
Assistant	Commissioner,	rielu (	I ™ 162	1 140	T MINA		

### **INSPECTION PROGRAM**

學的學術學	ons 12 through 17 pertain to collecting advance dep	osits.			
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	☐ Yes	⊠ No	□ N/A	Remarks: Check Not Delivered
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	☐ Yes	⊠ No	□ N/A	Remarks: Check Not Delivered
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	⊠ No	□ N/A	Remarks: Not Obtained
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	☐ No	□ N/A	Remarks:
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□ No	□ N/A	Remarks:
	. Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□ No	⊠ N/A	Remarks: None
23	. Is the original RSA signed and filed at Area?	⊠ Yes	□ No	□ N/A	Remarks:
24	. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
25	. Is the indemnification clause included in the agreement when requested?		□No	□ N/A	Remarks:
26	. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
27	. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	⊠ Yes	□No	□ N/A	Remarks:
28	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□ No	⊠ N/A	Remarks: None in File
29	Are dignitary protection services referred to the Office of Dignitary Protection?	Yes	□No	⊠ N/A	Remarks: No Requests in File



### INSPECTION PROGRAM

**CHAPTER 8** 

COMMAND REIMBURSABLE SERVICES

30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□ No	□ N/A	Remarks:
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□No	□ N/A	Remarks:
Questio	ons 32 through 38 pertain to training agreement proc	edures a	ndireportii	ig for ser	vices provided.
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks: No Training Agreements
	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□No	□ N/A	Remarks:
34.	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□ No	□ N/A	Remarks:
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks: Area Did Not Know This Was Required. Will Do In Future.
	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	_⊠_Yes_	No	N/A_	Remarks:
	Are outstanding items being inspected and resolved?	⊠ Yes	□No	□ N/A	Remarks:
	ons 39 through 52 pertain to extraordinary protectiv I projects.	eservices	and repo	rt of over	time hours for reimbursable
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks: No PSD Requests
40.	Is a reimbursable special project code obtained on every contractual service?		□ No -	□ N/A	Remarks:
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	☐ No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43.	. Are all corrections noted on the overtime report(s)?		□No	□ N/A	Remarks:
	. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□ No	□ N/A	Remarks:
	. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46	. Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:



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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### **INSPECTION PROGRAM**

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	☐ Yes	□No	⊠ N/A	Remarks: Not Verified at Division
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: None in File
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□ No	⊠ N/A	Remarks: None in File

1 of 3

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY

Command: Redding	Division: Northern	Number: 135
Evaluated by: Sgt. Mezzano		Date: 05/28/2009
Assisted by: Lt. Micheletti		Date: 05/28/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

			Lood Inne	torle Cianati	٥.		
TYPE OF INSPECTION			Lead Inspec	tor's Signatur	⊎.		
☐ Division Level	$\boxtimes$	Command Level			2	<del></del>	•
Office of Inspections		Voluntary Self-Inspection		1/2/1	/ich	close	
Follow-up Require		Follow-Up Inspection	Commande	r's Signature:			Date:
Lies Li	U	BY:	7/19	nli-			6/11/09.
For applicable policies,							
Note: If a "No" or "N/A" bo	xis che	ked, the "Remarks" section	shall be uti	lized for ex	olanation.	<b>美多斯尼斯</b>	
Does the command of the command of the community of	nd have so 735, Inc Statemen the cost	sufficient procedures to cident Response t, is prepared for each recovery criteria?	⊠ Yes	□ No	□ N/A	Remarks:	
Upon completion Upon approval by prepares the CHF CHP 735's to FM conducted by the actions and is not During this audit the 0 735A with information to change their SOP	the entire the Sgt. 735 and S. The c Area cou proces CHP 735A that was a and is now	s? CHP 202/555 reports are report is forwarded to a Sgt the entire package is forward forwards same to Area Conourt officer also maintains arurt officer a number of processing CHP 735's as required.  Was discussed with the Area court of the court of th	for review ded to the commander for Excel sprodural errors officer and the right case informatical errors officer and the right case informatical errors of the right case in the right case in the right case of the right case in the right case of th	of the CHF court officer or signature ead sheet to were disco	2 202 and for proce . Area co o track all overed. A	all applicatessing. The urt officer for CHP 735's rea implement. Area agreement.	ole paperwork. court officer brwards completed . During a self audit ented corrective
3. Does the comma assigned to proce		a specific employee(s) IP 735 forms?	⊠ Yes	□ No	□ N/A	Remarks:	
the responsibility listed in their job	of proce: description	of this checklist is yes, is significantly all CHP 735 forms on any other document?	⊠ Yes	□No	□ N/A	Remarks:	
criteria in either S	ction (FM Section A	S) properly with completed or Section B of the form?	Yes	□No	□ N/A	Remarks:	
to facilitate notific meeting the requ Influence (DUI) C involve cases wh	ation of a irements cost Reco ere the f	a suspense system in place a conviction involving cases of the Driving Under the overy Program? This would ollowing criteria applies: ent (BAC) under .08%	⊠ Yes	□No	□ N/A	Remarks:	

### **INSPECTION PROGRAM**

×	<ul> <li>A chemical test is positive for drugs only</li> <li>There is no supporting BAC test of drug test (i.e., a refusal)</li> </ul>			2.85	
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?	⊠ Yes	□No	□ N/A	Remarks:
	<ul> <li>The date of BAC results of =.08% were received</li> </ul>				
	<ul> <li>The date of BAC results of =.04% were received</li> </ul>				
	for a commercial driver				
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?	⊠ Yes	□ No	□ N/A	Remarks:
	The person arrested refused to provide a				
	<ul><li>chemical test</li><li>The arrest was for drugs only</li></ul>				_
	A BAC of < .08% was obtained				
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the	⊠ Yes	□ No	□ N/A	Remarks:
	incident?				
10.	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
11.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□ No	□ N/A	Remarks:
12.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	☐ No	□ N/A	Remarks: Area was using a line entry in the activity section to record this information. They have change area policy and now use the notes section in accordance with policy.
13	. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: Area has made the necessary changes to address this issue.
14	<ul> <li>Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?</li> <li>Response Time</li> <li>On-Scene Investigation</li> <li>Follow-up Investigation</li> <li>Report Writing</li> <li>Vehicle Storage</li> </ul>	⊠ Yes	□ No	□ N/A	Remarks:
	<ul> <li>an incident meeting the criteria for DUI cost recovery included in the CHP 735?</li> <li>Response Time</li> <li>On-Scene Investigation</li> <li>Follow-up Investigation</li> <li>Report Writing</li> </ul>				

### INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

•	Transportation Booking Chemical Testing Traffic Control		ä		
li ti 1	Are the staff hours for officers-in-charge, sergeants, leutenants, or captains listed on the CHP 735 for lime spent performing the activities listed in question 12 of this checklist and not exclusively supervisory asks?	⊠ Yes	□ No	□ N/A	Remarks:
to u	s the current hourly rate for reimbursement, sent out oall commands via Comm-Net from FMS, being used?	⊠ Yes	☐ No	□ N/A	Remarks:
C	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
t	Is the command utilizing the, optional, CHP 735A to rack cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
19. l	n the absence of a CHP 735A, how is the command translation of the command translation of the command translation of the children of the child	acking the As a result	DUI Cost F of this audi	Recovery F t they have	Program? The Area was using e changed policy and are now
F r	Are commands using a case monitoring system to track-cases-qualifying-for-the-DUI-Cost-Recovery-Program including the following information in the monitoring system?  Defendant Information - Violation Information Court Information - FMS Information - BAC test	_⊠_Yes_	No_	_□-N/A_	Remarks:
1 1	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	⊠ No	□ N/A	Remarks: Area continues to try and collect information in an effort to obtain reimbursement.
	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks:
	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□No	□ N/A	Remarks: Headquarters function.
24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Questic	on 25 pertains to Fiscal Management Section.				
	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□ No	⊠ N/A	Remarks: Headquarters function.



### COMMAND INSPECTION PROGRAM

### **EXCEPTIONS DOCUMENT**

Page	1	of	2
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Command:	Division:	Chapter:
Redding	Northern	135
Inspected by:		Date:
Lt. Joe Miche	Lt. Joe Micheletti	

Page 1 of 2					
INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, cor	Inspection	on number. Under "Forwar ent shall be utilized to docui	d to:" enter the nex ment innovative pra	I in the blanks as indicated. Enter the chapter at level of command where the document actices, suggestions for statewide used if additional space is required.	
TYPE OF INSPECTION  Division Level Command I  Executive Office Level	_evel	Total hours expended inspection: Five hours expend		☐ Corrective Action Plan Included ☐ Attachments Included	
Follow-up Required: ☐ Yes   ☑ No	Forward Due D				
Chapter Inspection: 8—DUI	Cost	Recovery and Reimb	ursable Servic	ces Comtracts	
Inspector's Comments Regar	ding l	nnovative Practices:			
I met with the Redding Area Commander and Lieutenant regarding this inspection and they expressed genuine interest in the programs and any input we might have to make them better. Captain Godnick also assisted me in locating the necessary documents to be inspected.  Command Suggestions for Statewide Improvement:					
None.					
Inspector's Findings:					
Redding Area is currently following all policies and procedures outlined in HPM 11.1, chapter 6 and 20. Also as a result of this inspection, Area will be sending a copy of the Reimbursable Services Control Log to Division each month.					
Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)					
			6		
			9		

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

None. \*

### COMMAND INSPECTION PROGRAM

**EXCEPTIONS DOCUMENT** 

Page 2 of 2

Command: Redding	Division: Northern	Chapter:
Inspected by:		Date:
Lt. Joe Micheletti		05/28/2009

Required Action				
Corrective Action Plan/Timeline				
None.				
			11	
		16		
e		ie ie		
<i>x</i>				
		ie	*	
				5
	6			
*				
9 (80)				

COMMANDER'S SIGNATURE

INSPECTOR'S SIGNATURE

REVIEWER'S SIGNATURE

the reviewer.

employee

Employee would like to discuss this report with

Reviewer discussed this report with

(See HPM 9.1, Chapter 8 for appeal procedures.)

Do not concur

## COMMAND INSPECTION PROGRAM

Commend: Susanville	Division: Northern	Chapter: (
Inspected by:	Date:	
Lieutenant To	05/06/09	

EXCEPTIONS DOCUMENT

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, Identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION  ☑ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expende inspection:	d on the :	Corrective Action Plan Included	
		hours		Attachments Included	
Follow-up Required:  Yes No Due Date:		rd to:			
		ate:			
Chapter Inspection: CHASH	9R3 (	ommend Reimbur	sable Services	einel DUII (Cosii Rescoveiv)	
Inspector's Comments Rega	ırding lı	novative Practice	s:		

Susanville Area's suspense system for monitoring the driving under the influence (DUI) cost recovery process operates smoothly and is efficient. Susanville continually monitors its California Highway Patrol (CHP) 735A, Case Log-DUI Recovery Program log, to ensure that all data is entered as applicable. Susanville Area utilizes its suspense process to ensure that court case numbers and conviction dates are entered into appropriate fields on the CHP 735.

One notable process during the inspection was the filing of a copy of the investigation report with each CHP 735. The package is then placed into an investigative file folder which contains an area on the front cover to make notations with a corresponding date. The Area uses this space to list contacts with the court, FMS and other applicable information related to the CHP 735 processing. This process enhanced the efficiency of the audit as well as inquiries from FMS, and Area suspense follow-up. Additionally, the file tab is highlighted in a conspicuous manner so as to be immediately recognizable as a DUI cost recovery arrest among the other case files.

Command Suggestions for Statewide Improvement:

The process of filing the CHP 735 and corresponding investigative report together should be considered for Statewide improvement. As noted above, this process increases accuracy, improves the efficiency of an audit, and enhances the Area's suspense system.

Inspector's Findings:

The inspection found no notable patterns of errors or omissions. One typographical error found on a CHP 735 resulted in a minor undercharge being filed. This case was discussed and it was determined to have been made by an officer in training. The error was brought to the attention of the Susanville Area Field Training Officer supervisor.

Note: A random sampling of CHP 202, *Driving Under the Influence Arrest-Investigation* reports was conducted. The investigation reports were reviewed and none were found warranting a CHP 735.

### COMMAND INSPECTION PROGRAM

### **EXCEPTIONS DOCUMENT**

Command: Susanville	Division: Northern	Chapter:
Inspected by:	odd Garr, #13312	Date: 05/06/09

Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
efc.)
n e
HRecipuncial Actions
Corrective Action Plan/Timeline
The inspection did not reveal any deficiencies which would warrant any type of corrective action.
Employee would like to discuss this report with COMMANDER'S SIGNATURE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)  Way  7-24-04
INSPECTOR'S SIGNATURE DATE
Reviewer discussed this report with REVIEWER'S SIGNATURE DATE
employee  M Concur  Do not concur  Toule W flamily x2  8/15/2009

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### **INSPECTION PROGRAM**

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Susanville	Division: Northern	Number: 140	
Evaluated by: Lieutenant T.	Garr	Date: 05/06/09	
Assisted by: Sergeant L. Po	owell	Date: 05/06/09	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up inspection, the "Follow-up inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION				ctor's Signatu	re:	ū
☑ Division Level ☐ Command Level			$\sim$	1		
Office of Inspec		Voluntary Self-Inspection	7			
Follow-up R	equired: No	Follow-Up Inspection BY:	Commander's Signature:  Date:  7-24-39			
		HPM 11.1, Chapter 6.		i.		
		oked the Remarks rection	Shell be the	ized tople)	planation	
contracting services, c cancellatio	g party informed departmental eq on policy?	f services, is the of the rates charged for uipment usage, and	☐ Yes	□ No.	⊠ N/A	Remarks: The Susanville Area has not entered into any reimbursable contracts within the time period inspected.
		le mileage and other or equipment damage?	☐ Yes	□No	⊠ N/A	Remarks: All COZEEP contracts are prepared at the State level, not at Area.
agency, is obtained?	the agency's five	provided to another state ve-digit billing code	☐ Yes	□No	⊠ N/A	Remarks: See above
Services E	Billing Memorand	nted on the Reimbursable dum?	☐ Yes	□ No	⊠ N/A	Remarks: See above
assigned f	to the detail if the	HP uniformed employee e cancellation notification is the scheduled service?	⊠ Yes	□No	□ N/A	Remarks: Short notice cancellation orders are attached to CHP 415s and listed on the overtime report.
when emp		4 hours overtime charged not be notified of the e(s)?	⊠ Yes	□No	□ N/A	Remarks: Minimum payment of 4 hours is charged when employee is not notified of cancellation. Charge is listed on the overtime report.
necessary requireme available	right-of-way cle ents, and other p to inquiring parti		∐ Yes	□ No	⊠ N/A	Remarks; See item #1 remarks.
8. Are writte the appro	n requests for si priate command	pecific services directed to	☐ Yes	□ No	⊠ N/A	Remarks: The Susanville Area has not received any written requests for specific reimbursable services within the time period inspected.
	control services by Division?	less than \$50,000	Yes	□No	N/A	Remarks; See above

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### **INSPECTION PROGRAM**

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

	O. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	☐Yes	□No	⊠ N/A	Remarks: See above
1	Are extraordinary protective services approved by the Assistant Commissioner, Field?	☐ Yes	□No	⊠ N/A	Remarks: See above
	18807cm-077-7-7-				
	done 12 datorgi: 17 patralisto collectura divence del	oajie			and the second
	2. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	Yes	□No	⊠ N/A	Remarks: The Susanville Area has not entered into any reimbursable contracts within the time period inspected.
1:	3. Is a CHP 465 form completed in accordance with policy?	☐ Yes	□No	⊠ N/A	Remarks: See above.
	4. Are advance payments collected from the contracting company prior to the start of the service?	☐ Yes	□ No	⊠ N/A	Remarks: See above.
1:	5. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	☐Yes	□No	⊠ N/A	Remarks; See above.
10	S. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	☐ Yes	. No	⊠ N/A	Remarks; See above,
	7. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	□No	⊠ N/A	Remarks: See above,
Ques	figure 18 (through the period) to the propertition of the	Ontaine.			
1.	3. Is a CHP 466 maintained?				
	, s	☐ Yes	□ No °	⊠ N/A	Remarks: The Susanville Area has not entered into any reimbursable services contracts during the time period inspected, however a CHP 466 is maintained.
	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	☐ Yes	□No	⊠ N/A	Remarks: See above
2					9
	<ol> <li>Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?</li> </ol>	⊠ Yeş	∏ No	□ N/A	Remarks:
	<ul> <li>Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?</li> <li>Are all sequential numbers accounted for when reconciling with the Billing Memorandum?</li> </ul>	⊠ Yeş	□ No	□ N/A	Remarks: Remarks: See above
2:	<ol> <li>Is the CHP 456 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?</li> <li>Are all sequential numbers accounted for when reconciling with the Billing Memorandum?</li> <li>Are sequential numbers not matching Billing Memorandums reconciled?</li> </ol>	-		-	*
2:	<ul> <li>Is the CHP 456 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?</li> <li>Are all sequential numbers accounted for when reconciling with the Billing Memorandum?</li> <li>Are sequential numbers not matching Billing Memorandums reconciled?</li> <li>Is the original RSA signed and filed at Area?</li> </ul>	□Yes	□No	N/A	Remarks: See above
2:	<ol> <li>Is the CHP 456 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?</li> <li>Are all sequential numbers accounted for when reconciling with the Billing Memorandum?</li> <li>Are sequential numbers not matching Billing Memorandums reconciled?</li> <li>Is the original RSA signed and filed at Area?</li> <li>Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?</li> </ol>	☐ Yes	□ No	⊠ N/A	Remarks: See above
2:	<ol> <li>Is the CHP 456 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?</li> <li>Are all sequential numbers accounted for when reconciling with the Billing Memorandum?</li> <li>Are sequential numbers not matching Billing Memorandums reconciled?</li> <li>Is the original RSA signed and filed at Area?</li> <li>Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances,</li> </ol>	☐ Yes ☐ Yes ☐ Yes	□ No □ No	⊠ N/A ⊠ N/A ⊠ N/A	Remarks: See above Remarks: See above Remarks: See above

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### **INSPECTION PROGRAM**

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

0.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□ No	⊠ N/A	Remarks: See above
28.	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks: See above
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□ No	⊠ N/A	Remarks: See above
	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□ No	□ N/A	Remarks:
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□ No	⊠ N/A	Remarks: COZEEP contracts are not set up at Area level.
(C)LICELL	ous an provide a basempore fundi electrone and	cedijas a	itelieseordi	ferior ea	Affects TuloWints & A
@ (F	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□ No	⊠ N/A	Remarks: The Susanville Area provides no departmental training to external agencies which would require a contractual agreement.
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	∏ No	⊠ N/A	Remarks: See above
	Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	□No	⊠ N/A	Remarks; See above
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□No	⊠ N/A	Remarks: See above
36,	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	□·Yes	□No	⊠ n/a	Remarks: See above
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□ No	⊠ N/A	Remarks: See above
	Are outstanding items being inspected and resolved?	☐ Yes	☐ No	⊠ N/A	Remarks: See above
Quest	ions 69 through 52 pertain to extraordinary protectiv Il projects	e service	s and repo	nt on exve	illine hours for relimbursable
39	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	☐ No	⊠ N/A	Remarks: The Susanville Area has not provided contractual protective services.
40	. Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□ No	□ N/A	Remarks: The Susanville Area uses the Statewide special project code of all COZEEP services.

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### **INSPECTION PROGRAM**

41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
	Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
44.	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	☐ No	□ N/A	Remarks:
45.	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks: Area COZEEP overtime reports are sent to FMS via Division.
	Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks: The overtime report is sent to Division as soon as the Area's monthly report is received via Comm- Net.
1	Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?	⊠ Yes	□No	□ N/A	Remarks:
48.	Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	☐ Yes	□No	⊠ N/A	Remarks: Coordinated by Northern Division.
49.	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	☐ No	⊠ N/A	Remarks: The Susanville Area has not had any reimbursable non-uniformed personnel hours.
50.	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: No amendments of reimbursable services have been requested.
	Are all payments made directly to FMS?	Yes	□ No	⊠ N/A	Remarks: if relmbursable services are contracted, all payments would be sent directly to FMS.
52.	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks: No reimbursable services have been requested.

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Inspector's Comments Regarding Innovative Practices:

Command:	Division:	Chapter:	
Susanville	Northern	8	
Inspected by: Lieutenant T.	Gart	Date: 05/06/09	•

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Corrective Action Plan Included Total hours expended on the inspection: □ Division Level □ Command Level ☐ Attachments Included ☐ Executive Office Level hours Forward to: Follow-up Required: ⊠ No ☐ Yes Due Date:

KOMZDIERINSPECTIONS CHVAPFIER S. Commendiction buiss bie Services emodUNCost Recovery

		-
Command Suggestions for Statewide Improvement:	DT	- >>

#### Inspector's Findings:

The Susanville Area has not entered into any reimbursable services contracts within the time period covered by this inspection. The Office Services Supervisor demonstrated a thorough knowledge with regard to departmental policy and procedure governing tracking and reporting reimbursable contracts overtime hours.

The Susanville Area has been contracted for COZEEP services; however, the contracts were created at the State level and only implemented at the Area level. All COZEEP reimbursable services were checked for errors by matching CHP 415's with the individual COZEEP Daily Reports and matched against the Area's monthly overtime reports. All reporting was completed within the required time frames.

## **COMMAND INSPECTION PROGRAM**

EXCEPTIONS DOCUMENT			
	Command:	Division:	Chapter:
	Susanville	Northern	8
	Inspected by:		Date:
Daw- 4	Lieutenant T.	Garr	05/06/09
Page 2		10	
Commander's Response: ☑ Concur or ☐ Do No	t Concur (Do Not C	oncur shall docume	nt basis for response)
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Inspector's Comments: Shall address non concurrence	e by commander (e.c	findings revised.	findings unchanged.
etc.)		,,,	
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Corrective Action Plan/Timeline		<u>**</u>	
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N <sub>6</sub> .		869	
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	NDER'S SIGNATURE		DATE
the reviewer.	m //	/ ·	7-24-09

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	7-24-09
	INSPECTOR'S SIGNATURE	7/24/09
Reviewer discussed this report with employee Concur Do not concur	Charlett Payill	8/15/2009

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY

Command: Susanville	Northern	Number: 140
Evaluated by: Lieutenant Todd Garr		Date: 05/06/09
Assisted by: Sergeant Ge	orge Steffenson	Date; 05/06/09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspec	tor's Signatul	re:			
☑ Division Level	Command Level	<u> </u>	1	( <del> ( (</del>			
☐ Office of Inspections	☐ Voluntary Self-Inspection						
Follow-up Required: ☐ Yes      No ,	Follow-Up Inspection BY:	Commande	r's Signature:		)	7-24-0	9
For applicable policies, refer t					with the contract Profession	e ts	2 //2 - 1000
Note: If as Nosoran/A box is on		shall be uti	ized for ex	planation	<b>是是</b> 对 2000		
Does the command have ensure that a CHP 735, Reimbursement Stateme arrest that meets the cost.	incident Response ent, is prepared for each	⊠ Yes	□No	□ N/A	Remarks:		19
2. What are these procedures?  Upon a qualifying incident, field officers collect CHP 415s, Dally Field Record, pertaining to the activities of involved personnel and complete a CHP 735 for review by the shift sergeant. The CHP 735 package is then forwarded to the clerical staff where additional review is performed and/or placed in Area suspense awaiting conviction/toxicology results. The Area Commander has the final level of review at which time the CHP 735 is signed and forwarded to FMS.					vhere		
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Does the command have assigned to process all to the command have assigned to process all the command have assigned to process.  Output  Description of the command have assigned to process all the command have assigned to the command have all the command have as a sign of the command have as a sign of the command have a sign of the command ha	CHP 735 forms?	⊠ Yes	□ No	□ N/A		The Office Service has been assigned	
	n 3 of this checklist is yes, is essing all CHP 735 forms ition or any other document?	⊠ Yes	□No	□ N/A	Remarks:		

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### **INSPECTION PROGRAM**

1. ×	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:
2.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies:  A Blood Alcohol Content (BAC) under .08%  A chemical test is positive for drugs only  There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	∐ No	□ N/A	Remarks:
3.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?  The date of BAC results of = .08% were received  The date of BAC results of = .04% were received for a commercial driver	⊠ Yes	□ No	□ N/A	Remarks:
4.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?  The person arrested refused to provide a chemical test  The arrest was for drugs only  A BAC of < .08% was obtained	☐ Yes	□ No	⊠ N/A	Remarks: No applicable cases Inspected.
5.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
6.	entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: No applicable cases inspected.
7.	Are staff hours involved in the Incident recorded on the CHP 735 to the nearest ten minutes?		□No	□ N/A	Remarks:
8.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	Yes	⊠ No	□ N/A	Remarks: All hours matched except one typographical error from a new officer on training. The 735 was short 2 hours & 20 minutes. This was brought to the attention of the FTEP Coordinator/Sgt.

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### **INSPECTION PROGRAM**

Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□No	□ N/A	Remarks:		
Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery Included in the CHP 735?	⊠ Yes	□ No	□ N/A	Remarks:		
<ul> <li>Response Time</li> <li>On-Scene Investigation</li> <li>Follow-up Investigation</li> <li>Report Writing</li> </ul>	ā			E		
<ul> <li>Vehicle Storage</li> <li>Call Back</li> <li>Field Sobriety Testing</li> <li>Transportation</li> <li>Booking</li> </ul>		<u>.</u>		n H		
Chemical Testing     Traffic Control				7,		
Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	∐ No	□ Ñ/A	Remarks:		
12. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks:		
13. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No.	□ N/A	Remarks:		
14. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:		
15. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program?  As noted above, #6, Susanville Area utilizes the CHP 735A, DUI Cost Recovery Program.						
g 9				* *		
10. 10. 10. 10. 10. 10. 10. 10. 10. 10.		1	· -	T		
<ul> <li>16. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?</li> <li>Defendant Information</li> <li>Violation Information</li> <li>Court Information</li> <li>FMS Information</li> </ul>	☐ Yes	□No	⊠ N/A	Remarks:		
BAC test results			1	42		

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### **INSPECTION PROGRAM**

17.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	□No	⊠ N/A	Remarks: Area has one case over twelve months in which the court keeps continuing the case. Area is monitoring this case as with all other non-adjudicated cases.
	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	∐ No	⊠ N/A	Remarks:
19.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5,00 being processed by the Department?	Yes	□ No	⊠ N/A	Remarks: No overpayments found,
	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks: Susanville Area files the quarterly reports with the 735A.
Questi	on 25 pertains to Elseal Management Section				
21.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the Issuing command for corrections?	⊠ Yes	□No	□ N/A	Remarks:

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command; Williams Area Northern		Chapter: 8 Reimburseble Services Contracts
Inspected by: Lt. M. Mulgrew		Date: May 20, 2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if

TYPE OF INSPECTION		Corrective Action Plan Include	d					
☐ Division Level ☐ Command Level ☐ Executive Office Level		1_						
		Appeal Included  Attachments Included						
h	Forward to: Northern Division	Commander's Signature;	Date:					
🖾 Yes 🔲 No	Due Date: 6/15/09	1 Imx	7/13/09					
N/A	egarding Innovative Prac	(ICES:	A					
N/A	8	2	P <sub>0</sub> .					
		*						
Command Suggestions f	or Statewide Improvemen	nt:	W					
9,0								
			194-10					
N/A	2							

### Inspector's Findings:

Overall, the Williams Area has a responsive Reimbursable Services Program which is within policy. There were a minimal amount of contracts so the inspection team conducted a 100% review. The Area has a sergeant newly assigned to coordinate the Reimbursable Services Program, but there were no vital program errors. The following minor discrepancies were found:

Area uses RSA numbers, but they are not formatted as identified in policy. Additionally, the CHP 466 is to be used only for a fiscal year (Area had two fiscal years combined) and is to be sent to Division on a monthly basis. During the Colusa Fair in 2008 a DGS billing code was needed on the CHP 465, but Area is gathering that information this year. Also, last year the Colusa Fair sent their check for services directly to Area instead of directly to Fiscal Management Section (FMS). Area forwarded the check to FMS. All other payments were sent directly to FMS.

CHP 580A (Rev. 09-08) OPI 010

#### Memorandum

Date:

September 9, 2009

To:

Northern Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Humboldt Area

File No.:

125.11879.15808

Subject:

CORRECTION OF FINDINGS FROM CHAPTER 8 INSPECTION

The Northern Division Inspection Team conducted a Chapter 8 inspection of Humboldt Area on May 21, 2009. The inspection found inconsistencies in the documentation of DUI arrests for assisting officers and the line entries of the driver name on the CHP 415. The documentation was found to be inconsistent with Department policy outlined in HPM 11.1, Chapter 20.

Humboldt Area has corrected the inconsistency by notifying officers of the contents of Department policy to ensure proper documentation. Area sergeants are now included in the review process to ensure proper documentation. The Commander remains the final level of review to ensure all DUI Cost Recovery submissions are within Department policy prior to submission to Fiscal Management Section.

If you have any further questions, please don't hesitate to call me at (707) 822-5981.

Commander

#### **INSPECTION PROGRAM**

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Humboldt	Northern	125
Evaluated by:		Date:
Lt. A. Jager		05/21/09
Assisted by:		Date:
Sgt. B. Fabbri	2.5	05/21/09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Inspec	ctor's Signatur	e:	. /
☑ Division Level ☐ Command Level		mK(N)	Paris	Lts. 10 Adam
Office of Inspections Voluntary Self-Inspection	Chanker Parishy. Jager			
Follow-up Required:	Commande	r's Signature:	Jeun	Date:
For applicable policies, refer to HPM 11.1, Chapter 6.				
Note: If a "No" or "N/A" box is checked, the "Remarks" section	shall be uti	lized for ex	planation.	<b>发生的新闻和发生的特殊的一样</b>
Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	⊠ Yes	□ No	□ N/A	Remarks:
Does the billing rate include mileage and other expenses such as uniform or equipment damage?		□No	□ N/A	Remarks:
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	¥ Yes	☐ No	□ N/A	Remarks:
Is the billing code documented on the Reimbursable Services Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	⊠ Yes	☐ No	□ N/A	Remarks:
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	⊠ Yes	□No	□ N/A	Remarks:
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	⊠ Yes	□ No	□ N/A	Remarks:
8. Are written requests for specific services directed to the appropriate command?		□No	□ N/A	Remarks:
Are traffic control services less than \$50,000 approved by Division?	⊠ Yes	□No	□ N/A	Remarks: Sequential R# received from Division
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	Yes	☐ No	⊠ N/A	Remarks: Has not occurred at command
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	Yes	☐ No	⊠ N/A	Remarks: Has not occurred at command

### **INSPECTION PROGRAM**

CHAPTER 8

iestic	ons 12 through 17 pertain to collecting advance dep	osits.		121 14 HV 1331	
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?		□ No	□ N/A	Remarks
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?		☐ No	□ N/A	Remarks:
	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
17.	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□ No	□ N/A	Remarks:
	ons 18 through 31 pertain to the preparation of agre	ements.	1 1 - 1 1 3 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
18.	Is a CHP 466 maintained?	⊠ Yes	☐ No	□ N/A	Remarks:
19,	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□ No	□ N/A	Remarks:
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	☐ No	□ N/A	Remarks:
	Are sequential numbers not matching Billing Memorandums reconciled?		☐ No	□ N/A	Remarks:
23.	Is the original RSA signed and filed at Area?	☐ Yes	⊠ No	□ N/A	Remarks: Original to Division and a copy at Area
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	Yes	□ No	□ N/A	Remarks:
25.	Is the indemnification clause included in the agreement when requested?	⊠ Yes	□No	□ N/A	Remarks:
26	. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	☐ No	□ N/A	Remarks:
27	. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	Yes	⊠ No	□ N/A	Remarks: CHP 78R is not available Area Commands
28	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district or other local public body?		□ No	⊠ N/A	Remarks: No occurrences at Area

#### **INSPECTION PROGRAM**

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

29. Are dignitary protection services referred to the Office	57.		- N/A	Remarks:
of Dignitary Protection?		☐ No	□ N/A	TKOTTATIKO,
30. Are CHP 312 forms, CHP 313 forms, and CHP 467	⊠Yes	∏ No	N/A	Remarks:
forms prepared when a statewide agreement is in effect?	□ res	_] 140		
31. When state agencies are requesting a statewide				
agreement, are they referred to Enforcement	⊠ Yes	☐ No	□ N/A	Remarks:
Services Division, Field Support Section?	2 100			
Questions 32 through 38 pertain to training agreement pro-	cedures ar	nd reporti	ng for ser	vices provided.
Control of the Contro	White Bellion	1:00	Mannanina II.	ACTIVATION OF THE PARTY OF THE
32. Is a CHP 230 prepared by the contracting party when				Remarks:
fees are collected on the day of the training session?	Yes	□ No	⊠ N/A	Normanico.
33. Are the original CHP 467 and contract agreement			NA NIVA	Remarks:
submitted to Fiscal Management Section (FMS) upon	Yes	☐ No	⊠ N/A	
completion of services (other than COZEEP,	1			
MAZEEP, extraordinary protective services, and				+:
special projects) within 5 days?				
34. Are copies of CHP 467 forms forwarded to the next	☐ Yes	☐ No	⊠ N/A	Remarks
level of review?	1165		N/A	
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control	Yes	☐ No	N/A	Remarks:
	[ [] Les			
Log?				
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division	Yes	☐ No	N/A	Remarks:
	l 🗀 i es l			
Coordinator at the end of each month?  37. Is the Reimbursable Services Control Log verified				
with the copies of the Billing Memorandums to ensure	Yes	□ No	N/A	Remarks:
all reimbursable time has been reported to FMS for	1 - 1 - 2			
billing purposes?				
38. Are outstanding items being inspected and resolved?			-	1)
56. Are outstanding items being inspected and resolved?	□Yes	□No	⊠ N/A	Remarks:
Questions 39 through 52 pertain to extraordinary protective				
special projects.				
39. Is a copy of the CHP 467 and CHP 465 submitted to				1
FMS upon completion of extraordinary protective	Yes	□No	N/A	Remarks: N, NE
services?				3 V
40. Is a reimbursable special project code obtained on				
every contractual service?		☐ No	□ N/A	Remarks:
41. Is the overtime report(s) for reimbursable special				
project(s) used to reconcile CHP 415 forms for each	⊠ Yes	□ No	□ N/A	Remarks:
special project?				
42. Are the special project codes on the overtime				D t
report(s) verified to ensure the correct special project		☐ No	□ N/A	Remarks:
code has been used?				
43. Are all corrections noted on the overtime report(s)?				
		☐ No	□ N/A	Remarks
44. Are overtime reports approved and dated by the				Remarks
commander after reconciling?		☐ No	□ N/A	Kemarks:
45. Is the original overtime report(s) forwarded to FMS?				Pomarke:
		□ No	□ N/A	Remarks

#### **INSPECTION PROGRAM**

CHAPTER 8

46. Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?		☐ No	□ N/A	Remarks:
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	☐ Yes	□ No	⊠ N/A	Remarks: Division Level
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	☐ No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: NowE
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□No	□ N/A	Remarks:

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

_		_	_
Page	1	$\alpha f$	3
	- 1	UI	. )

Command:	Division:	Chapter:	
Humboldt	Northern	8	
Inspected by:		Date:	
Lt. Adam Jage	er	05/21/2009	

INSTRUCTIONS: This document shall be number of the inspection in the Chapter lashall be routed to and its due date. This improvement, identified deficiencies, corresponding to the contract of the contract o	nspection docume	on number. Under "Forw nt shall be utilized to doc	ard to:" enter the nex cument innovative pra	actices, suggestions for statewide	
TYPE OF INSPECTION  Division Level Command Level  Executive Office Level		Total hours expended on the inspection: 5 hours, this includes travel time.		☐ Corrective Action Plan Included  ☐ Attachments Included	
Follow-up Required:	Forwa	rd to:			
☐ Yes ☒ No	Due D	ate			
Chapter Inspection: Keimbursable Services Inspector's Comments Regarding Innovative Practices:  None					
Command Suggestions for St	atewi	de Improvement:			
Updated training to Area office personnel on proper completion of Reimbursable Contracts.					
Inspector's Findings:					
None					
Commander's Response: ⊠	Conc	ur or 🗌 Do Not Co	ncur (Do Not Con	cur shall document basis for response)	

45 . s

CHP 680A (Rev. 02-09) OPI 010

N/A

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 3

Command:	Division:	Chapter:	
Humboldt	Northern	8	
Inspected by: Lt. Adam Jag	er	Date: 05/21/2009	

Inspector's Comments:	Shall address no	on concurrence	by commander	(e.g.,	findings	revised,	findings	unchanged,
etc.)								

N/A

CHP 680A (Rev. 02-09) OPI 010

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# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:
Humboldt	Northern	8
Inspected by:		Date:
Lt. Adam Jag	er *	05/21/2009

		3 2.3	11 (13)	表 计 "特别	6a 6 15 5
Required Action					
Corrective Action	Plan/Timeline				awasini i

N/A

satisfies the

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	GOMMANDER'S SIGNATURE	DATE 06/10/2009
	INSPECTOR'S SIGNATURE	DATE 06/10/2009
Reviewer discussed this report with employee Concur Do not concur	CHALLALINE	8/15-/09

Page

1 of 4

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command:	Division:	Number:
Humboldt	Northern	125
Evaluated by:		Date:
Sergeant B. Fabb	ri, #15808	05/21/09
Assisted by:		Date:
Lt. A. Jager, #11809		05/21/09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspec	tor's Signatur	re:	
<ul><li>☑ Division Level</li><li>☐ Office of Inspections</li></ul>	Command Level  Voluntary Self-Inspection	AL	5		
Follow-up Required:  Xes No  For applicable policies, refer to	S Follow-Up Inspection BY:09/01/2009(	Commande	r's Signature:	Qan	Date:
Note: If a "No" or "N/A" box is che	cked, the "Remarks" section	shall be uti	lized for ex	planation.	<b>经产品产品的</b>
Does the command have ensure that a CHP 735, In Reimbursement Statemer arrest that meets the cost	ncident Response nt, is prepared for each	⊠ Yes	□ No	□ N/A	Remarks:
2. What are these procedure Accident Review Officer reviews all DUI or note the CHP 553 that a CHP 735 is requiprocessing and tracking of the CHP 735. or other action by the prosecuting agency	ollisions to ensure a CHP 735, Incidired, and indicate a date for complet The office assistant monitors the ca. The area procedures are outlined	ion 8 days aft ses awaiting	er the date of BAC results, o	collision. T drug tests re	he office assistant is responsible for
Does the command have assigned to process all C	HP 735 forms?	⊠ Yes	□No	□ N/A	Remarks: Office Assistant
4. If the answer to question the responsibility of proce	3 of this checklist is yes, is	⊠ Yes	П No	□ N/A	Remarks:

### **INSPECTION PROGRAM**

5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks:
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies:  A Blood Alcohol Content (BAC) under .08%  A chemical test is positive for drugs only  There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□ No	□ N/A	Remarks: Office Assistant maintains the CHP 735A Log for case monitoring, and checks the cases weekly.
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?  • The date of BAC results of =.08% were received	⊠ Yes	□No	□ N/A	Remarks: Verified by FMS quarterly report to Area.
	<ul> <li>The date of BAC results of =.04% were received for a commercial driver</li> </ul>				
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?  The person arrested refused to provide a chemical test The arrest was for drugs only ABAC of < .08% was obtained	⊠ Yes	□ No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	Yes	□No	⊠ N/A	Remarks: No transient arrests.
11	. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12	2. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks:

#### **INSPECTION PROGRAM**

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	Yes	⊠ No	□ N/A	Remarks: The time spent is highlighted in the activity section with the defendant's name in the comments section. The activity was not consistently documented in the Notes section.
<ul> <li>14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?</li> <li>Response Time</li> <li>On-Scene Investigation</li> <li>Follow-up Investigation</li> <li>Report Writing</li> <li>Vehicle Storage</li> <li>Call Back</li> <li>Field Sobriety Testing</li> <li>Transportation</li> <li>Booking</li> <li>Chemical Testing</li> <li>Traffic Control</li> </ul>	⊠ Yes	□No	□ N/A	Remarks: A review of CHP 415's found some had listed time spent on activities without the defendant's name on the CHP 415. This was more common on the assisting officer's CHP 415, and not the handling officer's CHP 415.
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks: Time is documented only if performing the task, and not supervising the task.
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☐ Yes	□No	⊠ N/A	Remarks: Automatically entered on PDF form.
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command to The command maintains files alphabetically by defendant's last name. The weekly.				
Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery	⊠ Yes	□No	□ N/A	Remarks: Area is using the CHP 735A for case tracking.

#### **INSPECTION PROGRAM**

Program including the following information in the monitoring system?  Defendant Information Violation Information Court Information FMS Information BAC test results				
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	⊠ No	□ N/A	Remarks: Area had no closed out cases at time of inspection.
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□No	⊠ N/A	Remarks: FMS handles overpayments.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Question 25 pertains to Fiscal Management Section.		are) production is		
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□No	□ N/A	Remarks: FMS sends an email to the Office Supervisor for deficient forms

## COMMAND INSPECTION PROGRAM

#### **EXCEPTIONS DOCUMENT**

Page 1 of 3

Command:	Division:	Chapter:	
Humboldt	Northern	8	
Inspected by:		Date:	
Lt. Adam Jag	er	05/21/2009	

1 age 1 01 5		<del></del>	
number of the inspection in the Chapter shall be routed to and its due date. This	Inspection of the Inspection	Check appropriate boxes as necessary, or figure number. Under "Forward to:" enter the neart shall be utilized to document innovative praction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide
TYPE OF INSPECTION  Division Level Command Level  Executive Office Level		Total hours expended on the inspection:  12 hours, this includes travel time.	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:		rd to: Northern ate: 09/01/2009	
Chapter Inspection: 1) 6 5			
Cost recovery utilizing a CHP and done automatically, which	735A, would		She is manually tracking DUI can be accessed through AIS,
Command Suggestions for S	tatewi	de Improvement:	
through AIS, and tracking.	e perso	onnel on proper completion/proces	ssing of CHP 735's, CHP 735A's
Inspector's Findings:			
on each line entry on page or separating the entries in the r assisting officers including the to assure this is being done a	ne of C note se last n nd cor	HP 415's. These entries are highlection on the CHP 415's. However ame of the DUI driver on line entrinect it if it is not.	ies. Reviewing supervisors need
Commander's Response: 🗵	Conc	ur or 🗌 Do Not Concur (Do Not Con	icur shall document basis for response)
N/A			

## **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Page 2 of 3

Command: Humboldt	Division: Northern	Chapter:	
Inspected by: Lt. Adam Jag	er	Date: 05/21/2009	

Inspector's Comments:	Shall address non concurrence by commander (e.g., findings revised, findings unchange	d,
etc.)		

N/A



## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:
Humboldt	Northern	8
Inspected by:		Date:
Lt. Adam Jage	r	05/21/2009

Required Action 12
Corrective Action Plan/Timeline
Confedure Action Flath Fithering

Deficiencies noted in inspection have been corrected.

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE  LAUNDIN	DATE 06/10/2009
	INSPECTOR'S SIGNATURE	DATE 06/10/2009
Reviewer discussed this report with émployee  Concur  Do not concur	CHOKEN AUGUST	8/15/2009

**CHPCRESCENT** 

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### INSPECTION PROGRAM CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Crescent City	Division: Northern	Number: 120
Evaluated by: Lt. A. Jager		Date; 05/18/09
Assisted by: Sgt. B. Fabbri		Date: 05/18/09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF I	NSPECTION		Lead inspe	ctor's Signatu	Ire:		
	ision Level	Command Level	· ·	, J.	,	<u> </u>	
		T countinglid revel	1 1				
		Voluntary Self-Inspection	147	_ 'J	·		
Fo	llow-up Required:	Follow-Up Inspection	Commande	er's Signature		Date	е;
_	Yes 🔯 No	BY:		./			
Faz. 08				12		6	11.09
Forap	plicable policies, refer to	HPM 11.1, Chapter 6.					:
Note:	fia November 10 Nation	ked the Remarks section	ı shall be ut	IIISAd HAMAS	MENDER OF	AMOSTERNATURALISMOST	POST TOP TO STANK TO STANK THE
1	The rate being that for O	I SELVICES, IS INC			Pichicillon		A STATE OF THE STA
,	contracting party informed	of the rates charged for	Yes	☐ No	⊠ N/A	Remarks:	_
Í	services, departmental equ	uipment usage, and				No	Centra 5
2	cancellation policy?  Does the billing rate includ	o mileage and other					
	expenses such as uniform	e mileage and other  Of équipment damage?	. ☐ Yes	□No	⊠ N/A	Remarks:	
3.	When a safety service is p	rovided to another state	. 163		N/A		
	agency, is the agency's five	e-digit billing code	Yes	☐ No	⊠ N/A	Remarks;	
	obtained?						}
4,	Is the billing code documer	nted on the Reimbursable	7-1				1
5.	Services Billing Memorand Is \$50 charged for each Ch	um?	Yes	No_	⊠ N/A	Remarks:	
0,	assigned to the detail if the	cancellation notification is	Yes		N/ N/A	Remarks:	
	less than 24 hours prior to	the scheduled service?	res	☐ No	⊠ N/A	, tomanto.	
6,	Is a minimum payment of a	hours overtime charged		7800			
	when employee(s) could no	ot be notified of the	Yes	□ No	⊠ N/A	Remarks:	
··	cancellation of their service	e(s)?			_		
7.	Is information regarding the	e procedures to obtain				Bonesley	
	necessary right-of-way clear requirements, and other pe	arances or permits, local	☐ Yes	☐ No	⊠ N/A	Remarks:	\ <u>\</u>
	available to inquiring partie	es?					•
8.	Are written requests for spi	ecific services directed to	-				<del>~</del>
	the appropriate command?	)	☐ Yes	☐ No	⊠ N/A	Remarks:	
9.	Are traffic control services	less than \$50,000	_		1921100011		
	approved by Division?		☐ Yes	☐ No	⊠ N/A	Remarks: Sequent from Division	ial R# recelved
10.	Are traffic control services	estimated to be \$50,000 or	_				
	more approved by the Office		☐ Yes	☐ No	⊠ N/A	Remarks: Has not command	occurred at
11.	Are extraordinary protectiv	e services approved by the					
	Assistant Commissioner, F	rield?	Yes	☐ No	⊠ N/A	Remarks: Has not command	occurred at
				7411-4		The state of the s	

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## INSPECTION PROGRAM

- CHAPTER 8

	ions 12:through 17 pertain to collecting advance de	posits :			
12	. Is a Reimbursable Services Agreement (RSA) log	STATISTICAL SECTION	ACCOUNT AND PROPERTY OF	100000000000000000000000000000000000000	ASS TO MENTED TO THE CONTRACT OF THE PROPERTY OF THE PERSON OF THE PERSO
	number requested from Division for every contract?	Yes	☐ No	⊠ N/A	Remarks: No Contracts
	Is a CHP 465 form completed in accordance with policy?	☐Yes	□No	⊠ N/A	Remarks:
14	. Are advance payments collected from the contracting			ESTAIN	- Control of the Cont
	company prior to the start of the service?	Yes	□ No	⊠ N/A	Remarks;
15	Is a CHP 251 prepared and mailed to the contracting				
16	company upon receipt of advance payments?	Yes	☐ No	⊠ N/A	Remarks:
10.	Is a CHP 467 prepared and submitted to the Fiscal	III—Horali		111	
	Management Section upon completion of the contractual service(s)?	☐ Yes	☐ No	⊠ N/A	Remarks;
17	Is a copy of the CHP 465 attached to the weekly				
	CHP 230, and if applicable, a CHP 169?			D No.	Remarks:
«Quest	ions de uniquenta perainto the preparation of agre	Yes	☐ No	⊠ N/A	Remarks.
122000000000000000000000000000000000000		ements			
18.	Is a CHP 466 maintained?			TO CHARLES	
		Yes	☐ No	⊠ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote				
E	reimbursable services, followed by two digit fiscal	Yes	☐ No	⊠ N/A	Remarks:
20	year, three digit location code, and a sequential				
20	number for each agreement?				
20,	Is the CHP 466 closed out at the end of each fiscal	П.,			Remarks:
	year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	☐ No	⊠ N/A	Remarks:
21	Are all sequential numbers accounted for when				
- "	reconciling with the Billing Memorandum?	Yes	FINA	NZI NAZA	Remarks;
22,	Are sequential numbers not matching Billing	LU.Tes	□ No	⊠ N/A	
	Memorandums reconciled?	Yes	□ No	⊠ N/A	Remarks:
23.	Is the original RSA signed and filed at Area?			MINA	Remarks
		Yes	☐ No	⊠ N/A	
24,	Does the command proceed with all RSA			V_3. 1 1// 1	
	arrangements, and if needed, ensure the requestor	Yes	☐ No	⊠ N/A	Remarks:
	has obtained the necessary right-of-way, clearances,				
- 05	and permits?				
25.	Is the indemnification clause included in the	1			
26	agreement when requested?	Yes	☐ No	⊠ N/A	Remarks:
20.	Is the inclusion of the indemnification clause		-	_	h
	approved by the Department of General Services, Office of Legal Services?	☐ Yes	☐ No	⊠ N/A	Remarks:
27	If the service is over \$50,000 per occasion, is a				<u></u>
	CHP 78R prepared and submitted to Contract	□ Vaa	□ N.	NZ ALVA	Remarks; CHP 78R is not available to
	Services Unit?	Yes	☐ No	⊠ N/A	Area Commands
28.	Is a copy of the resolution, order, motion, or			-	1-
	ordinance of the local governing body obtained when	Yes	□ No	⊠ N/A	Remarks:
	one of the contracting parties is a county, city, district,	ب اوه ا		MINI	1
	or other local public body?				V

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## INSPECTION PROGRAM

.. CHAPTER 8

29	. Are dignitary protection services referred to the Office	_			T	
	of Dignitary Protection?	Yes	□ No	⊠ N/A	Remarks: No	Conford
30	. Are CHP 312 forms, CHP 313 forms, and CHP 467			23147	*	CONTINEDI
	forms prepared when a statewide agreement is in effect?	☐ Yes	□ No	⊠ N/A	Remarks:	
31	. When state agencies are requesting a statewide		-	-	<del></del>	
li .	agreement, are they referred to Enforcement	☐ Yes	☐ No	⊠ N/A	Remarks:	1
3.04M-2723-0-7526	Services Division, Field Support Section?		72 2	100000000000000000000000000000000000000		1
*Quest	lons/32/unrough 38/pertain to training agreement pro	cedures a	ndreporti	ng for se	Vicesmovided	Mark Strain Company
32	Is a CHP 230 prepared by the contracting party when	<b>AND STATE</b>		<b>共享的</b>		<b>可能</b> 处于
-	fees are collected on the day of the training session?			-	Deniedo	
33	Are the original CHP 467 and contract agreement	Yes	□ No	⊠ N/A	Remarks;	•
	submitted to Fiscal Management Section (FMS) upon			-	On market	1
	completion of services (other than COZEEP,	Yes	☐ No	⊠ N/A	Remarks:	
	MAZEEP, extraordinary protective services, and					
	special projects) within 5 days?					
34	Are copies of CHP 467 forms forwarded to the next			_		
	level of review?	☐ Yes	- N-	NZ NUA	Remarks:	
35.	is the date when the Billing Memorandum was sent to		□ No	⊠ N/A	ricinans.	
	FMS noted on the Reimbursable Services Control	☐ Yes	[7] No	N/AUA	Remarks:	
	Log?	□ res	☐ No	⊠ N/A	· · · · · · · · · · · · · · · · · · ·	
36.	Is a copy of the command's Reimbursable Services					
-1	Control Log forwarded or e-mailed to the Division	☐ Yes	□No	⊠ N/A	Remarks:	1
	Coordinator at the end of each month?	L. 163		MINIA		
37.	is the Reimbursable Services Control Log verified					
ļ	with the copies of the Billing Memorandums to ensure	☐ Yes	□ No	⊠ N/A	Remarks:	
	all reimbursable time has been reported to FMS for			D 14/7	(20)	
	billing purposes?		1		4	()
38.	Are outstanding items being inspected and resolved?					<del></del>
L		☐ Yes	☐ No	⊠ N/A	Remarks:	
Quest	onsi39 through 52 pertain to extraordinary protectly	e services	and repo	t of over	time hours for r	elmbursable.
OPCOIL	10010015000000000000000000000000000000	# ( D. T. P. )	CONTRACTOR			
39,	is a copy of the CHP 467 and CHP 465 submitted to		PEC-14-Direct			
	FMS upon completion of extraordinary protective	☐ Yes	☐ No	⊠ N/A	Remarks:	
40	services?				W.Z	
40.	Is a reimbursable special project code obtained on		out and	S=8		- T
41	every contractual service?	Yes	☐ No	⊠ N/A	Remarks:	
41.	Is the overtime report(s) for reimbursable special		_		A	· <del>***</del>
	project(s) used to reconcile CHP 415 forms for each special project?	☐ Yes	☐ No	⊠ N/A	Remarks:	
42	Are the special evaluate and a set the second					
76.	Are the special project codes on the overtime			<b>–</b>	Remarks;	
	report(s) verified to ensure the correct special project code has been used?	☐ Yes	☐ No	⊠ N/A	rumarks,	
43	Are all corrections noted on the overtime report(s)?					
10,	whe air corrections noted on the overtime report(s)?	П.V	- No.	571	Remarks:	
44	Are overtime reports approved and dated by the	Yes	□ No	⊠ N/A	nomana.	
,	commander after reconciling?	□ voe	_ □ No	NIA NI	Remarks:	
45.	Is the original overtime report(s) forwarded to FMS?	Yes	NO	_⊠ N/A		
	2 2. E.	Yes	□No	⊠ N/A	Remarks:	y
				INIM .		°.≅A

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## INSPECTION PROGRAM

- CHAPTER 8

<ul> <li>46. Is a copy of the overtime report forwarded to Division by the 10<sup>th</sup> of the month (except COZEEP/MAZEEP)?</li> <li>47. Are all COZEEP/MAZEEP reports forwarded to</li> </ul>	☐Yes	□No	⊠ N/A	Remarks: Ni (INSU-15
Division by the 15" of the month?	☐ Yes	□ No	⊠ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	☐ Yes	□ No	⊠ N/A	Remarks: Division Level
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□No	⊠ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks;
51. Are all payments made directly to FMS?	Yes	□ No	⊠ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks;
	district.			· ·

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Dage 1 of 2

Command: Crescent City	Northern	Chapter:
Inspected by: Lt. Adam Jager		Date: 05/18/2009

······································			
Stidil De fouted to and its due date. This	donum	Check appropriate boxes as necessary, or from number. Under "Forward to:" enter the neart shall be utilized to document innovative praction plans. A CHP 51 Memorandum may be	ill in the blanks as indicated. Enter the chapter xt level of command where the document actices, suggestions for statewide a used if additional space is required.
TYPE OF INSPECTION			
☑ Division Level ☐ Command L	.evel	Total hours expended on the inspection:	Соггесtive Action Plan Included
Executive Office Level	vel 5 hours, this includes travel time.		
Follow-up Required:	Forwa	rd to: N/A	
☐ Yes	Due D	ateN/A	
Chapter inspection.	ANG	Kanada Ander Salentes	
Inspector's Comments Regar			
The second comments regar	unig ii	movative Practices;	
The Area had no Reimbursabl	e conti	acts to evaluate.	
Command Suggestions for S	atewio	le Improvement:	
Updated training to Area office	perso	nnel on proper completion of Rein	nbursable Contracts.
Inspector's Findings:			
None			
Commander's Response: 🛛	Concu	r or 🗌 Do Not Concur (Do Not Conc	ur shall document basis for response)
N/A		-	SSPERIOU
			*
Inspector's Comments: Shall a	address	non concurrence by commander (e.g., fi	ndings revised, findings unchanged,
			The second secon
N/A			

#### **COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT**

Page 2 of 2

Command:	Division:	Chapter:
Crescent City	Northern	8
Inspected by:		Date:
Lt. Adam Jager		05/18/2009

Required Action
Corrective Action Plan/Timeline
NI/A

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 06/10/2009
	INSPECTOR'S SIGNATURE A L J L T	DATE 06/10/2009
Reviewer discussed this report with pemployee	REVIEWER'S SIGNATURE	DATE
Concur Do not concur	Blefter Dell	Q 10109

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description.

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM
CHAPTER 8

CHAPTER 8
COMMAND DUI COST RECOVERY

Command:	Division;	Number:		
Crescent City	Northern	120		
Evaluated by:		Date:		
Sergeant B. Fabbri, #15808		05/18/09		
Assisted by: Lt. A. Jager, #1180	9	Date: 05/18/09		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Followup Inspection, the "Follow-up Inspection" box shall be marked and only deficient Items need to be re-inspected. TYPE OF INSPECTION Lead Inspector's Signature: Division Level Command Level ☐ Office of Inspections ☐ Voluntary Self-Inspection L.T. Follow-up Required: Commander's Signature: ☐ Follow-Up Inspection Date: X Yes No BY: 09/01/2009 For applicable policies, refer to HPM 11.1, Chapter 20. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. Does the command have sufficient procedures to ensure that a CHP 735, Incident Response X Yes No Remarks: □ N/A Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria? What are these procedures? Sergeant's review all DUI collisions to ensure a CHP 735, Incident Response Relmbursement Statement, is completed. The office assistant is responsible for processing and tracking of the CHP 735. The office assistant monitors the cases awaiting BAC results, drug tests results, and refusals awaiting conviction, or other action by the prosecuting agency. The area procedures are outlined in Department policy, and Area S.O.P. 3. Does the command have a specific employee(s) assigned to process all CHP 735 forms? Remarks: ☑ Yes ☐ No □ N/A Office Assistant If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms Yes ⋈ No Remarks: □ N/A listed in their job description or any other document? This is not currently listed in their job

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
INSPECTION PROGRAM

1	5,					
		Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks;
	6.	to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies:  A Blood Alcohol Content (BAC) under .08%  A chemical test is positive for drugs only  There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□ No	□ N/A	Remarks; Office Assistant maintains the CHP 735A Log for case monitoring.
	7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?	⊠ Yes	□ No	□ N/A	Remarks; Verified by FMS quarterly report to Area,
		<ul> <li>The date of BAC results of =.08% were received</li> <li>The date of BAC results of =.04% were received for a commercial driver</li> </ul>				
	8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?  The person arrested refused to provide a chemical test The arrest was for drugs only	⊠ Yes	□No	□ N/A	Remarks:
-	9.	A BAC of < .08% was obtained  Is the Itemized Staff Use				
		Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
		If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□ No	⊠ N/A	Remarks: No transient arrests,
		Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks;
	14.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	Ď N/A	Remarks:

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## INSPECTION PROGRAM

13	Does the Notes portion of the CHP 415 indicate the	т —			
	billable DUI time when the CHP 415 includes more than one activity?  Are the staff hours incurred by members of the	☐ Yes	⊠ No	□ N/A	Remarks: The time spent is highlighted in the activity section with the defendant's name in the comments section. The activity was not consistently documented in the Notes section.
	Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?  Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control Are the staff hours for officers-in-charge, sergeants,	⊠ Yes	□ No	□ N/A	Remarks:
	time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks: Time is documented only if performing the task, and not supervising the task,
	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	Yes	□ No	⊠ N/A	Remarks: Automatically entered on PDF form.
	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
	In the absence of a CHP 735A, how is the command tra	acking the	DUI Cost F	Recovery I	Program?
	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?  Defendant Information	☐ Yes	□ No	⊠ N/A	Remarks: Area is using the CHP 735A for case tracking.

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## **INSPECTION PROGRAM**

.. CHAPTER 8

COMMAND DUI COST RECOVERY

	1.24 - F - ET				
1	Violation Information		T	1	
	<ul> <li>Court Information</li> </ul>				
i	<ul> <li>FMS Information</li> </ul>	1			
	BAC test results	1		1	
21.	Are cases not resulting in a conviction within 12		-		
	months after submission to the District Attorney	DIV-		_	
	closed out after court verification of case status?	│ 🏻 Yes	☐ No	□ N/A	Remarks:
22	Do closed out cases on the monitoring system have				
	a line drawn through the Conviction Date and Date to			_	
	FMS as well as the reason the case was closed and	☐ Yes	⊠ No	□ N/A	Remarks: Area had no closed out
1	date of last follow-up check?		1		cases at time of inspection.
23	Are refunds or overpayments, as a result of				
	Prioneous chosens in an array of	ľ			
	erroneous charges, in an amount of = \$5.00 being	│ □ Yes	│	⊠ N/A	Remarks: FMS handles
24	processed by the Department?				overpayments.
24.	is the command reviewing the quarterly reports sent		-	_	
	by FMS related to the submission of CHP 735 forms		□ No	□ N/A	Remarks:
	and case status identifying any deficiencies in the				
	submission and accountability of the DUI Cost				
COMP. Projection Asia	Recovery Program?				
Questi	on 25 pertains to Fiscal Management Section.	1	HACTER AND THE	ACTOR CON FOR	l Minimal State of the second state of the sec
U.S. CONTRACTOR	。2015年1986年1987年1987年1987年1987年1987年1987年1987年1987				
25,	Is FMS reviewing the CHP 735 forms for		1.000	- A - A - A - A - A - A - A - A - A - A	and the state of t
	completeness of information and returning deficient	⊠ Yes	☐ No	□ N/A	Remarks; FMS sends an email to
	forms to the Issuing command for corrections?				the Office Supervisor for deficient
				Laure - v	forms.

10/09/2009 15:43

#### **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Crescent City	Northern	Chapter:				
Inspected by: Lt. Adam Jager		Date:05-18-2009				

Jage 1 of 3			Lt. Adam Jager		
INSTRUCTIONS: This document shall be number of the inspection in the Chapter I shall be routed to and its due date. This improvement, identified deficiencies, corr	docume.	ant chall be utilized	to design to	xt level of commar	id where the document
TYPE OF INSPECTION  Division Level		Total hours ex inspection: 12 hours, this inclu	pended on the	T	Action Plan Included
1 onew-up (veganed)	Due D	rd to: Northern ate: 09/01/2009	PV-		26
Inspector's Comments Regard					
The Office Assistant is doing a Cost recovery utilizing a CHP 7 and done automatically, which	35A, would	DUI Cost Red save time.	overy Log. This log	She is manu can be acces	ally tracking DUI sed through AIS,
Command Suggestions for Sta	itewid	e Improveme	nt:		
Updated training to Area office through AIS, and tracking.	perso	nnel on prope	r completion/proces	sing of CHP 7	35's, CHP 735A's
Inspector's Findings:					

Area needs to include CHP 735 processing procedures on duty statement of personnel handling CHP 735's.

Area Personnel are including entries of DUI arrests on CHP 415's, with last name of the arrested subject on each line entry on page one of CHP 415's. These entries are highlighted. This is taking place of separating the entries in the note section on the CHP 415's.

Commendada D		
Commander's Response:	☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)	$\overline{}$
	La	)

Corrective actions have been taken and the identified problems remedied.

The CHP 735A, DUI Cost Recovery processing procedures were incorporated into the office assistant duty statement.

Area officers were educated on the need to incorporate the suspects name, charges and case # in the notes section of the CHP 415A.

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Dage 2 of 3

Crescent City	Northern	Chapter;	
Inspected by: Lt. Adam Jager		Date: D5/18/2009	

Inspector's Comments:	Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
etc.)	assistation containence by confinancer (e.g., findings revised, findings unchanged,

N/A

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Crescent City	Northern	Chapter:
Inspected by: Lt. Adam Jager		Date: 05/18/2009

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AN CONTRACTOR OF THE CONTRACTO	
The Company of the Co	
Reduired Action	278
The second secon	
	100 mm
Corrective Action Plan/Timeline	
Concentre Action Flan/Timeline	

N/A

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE  FOLL CANDONNAME  CANDONNAME  COMMANDER'S SIGNATURE  CANDONNAME  CAN	DATE 06/10/2009
Povious dia	A L J.	DATE 05/10/2009
Reviewer discussed this report with employee Concur Do not concur	CHONLEN PAULS LX	8/15/2009

State of California

#### Memorandum

Date:

August 27, 2009

To:

Northern Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Crescent City Area

File No.:

120.10689

Subject:

CHAPTER 8 INSPECTION FOLLOW-UP

All items requiring follow-up, in the recent Chapter 8 Inspection conducted by Northern Division, at the Crescent City Area, have been addressed and completed.

If you have any questions or require any additional information, please contact me at (707) 464-3117.

JOE LAPTHORNE, Lieutenant

Commander

Attachments

Page

1 of 4

## SPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY

Command:	Division:	Number:
Evaluated by:	Stewart	Date: 5/12/09
Assisted by:		Date:

with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Command Level Division Level 5/12/09 □ Voluntary Self-Inspection Office of Inspections Follow-up Required: ☐ Follow-Up Inspection No [ Yes BY: For applicable policies, refer to HPM 11.1, Chapter 20. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. Does the command have sufficient procedures to Remarks: ✓ Yes ☐ No □ N/A ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria? What are these procedures?

1. Officers are trained and periodically reminded of criteria at briefings

2. Reports are audited by Sgts A.I. officers and returned for 735 if required.

3. The elerical staff is trained and watches for the Submission of the 7355. 2. What are these procedures? Does the command have a specific employee(s) Remarks: □ N/A ✓ Yes ☐ No assigned to process all CHP 735 forms? If the answer to guestion 3 of this checklist is yes, is Remarks: □ N/A Yes No the responsibility of processing all CHP 735 forms listed in their job description or any other document?

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies

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STATE OF CALIFORNIA
PSPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### SPECTION PROGRAM

1.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	☑ Yes	□ No	□ N/A	Remarks:
2.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies:  A Blood Alcohol Content (BAC) under .08%  A chemical test is positive for drugs only  There is no supporting BAC test of drug test (i.e., a refusal)	<b>⊘</b> Yes	□ No	□ N/A	Remarks:
3.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?  The date of BAC results of =.08% were received for a commercial driver	☑ Yes	□No	□ N/A	Remarks: Some investigations take longer than 10 do.ys to complete, therefore a few are later but are submitted at completion.
4.		☑ Yes	□ No	□ N/A	Remarks:
5.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	☑Yes	□ No	□ N/A	Remarks:
6.	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☑ Yes	∏ No	□ N/A	Remarks:
7.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	☑Yes	□ No	□ N/A	Remarks:
8.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□ No	□ N/A	Remarks:

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STATE OF CALIFORNIA PARTMENT OF CALIFORNIA HIGHWAY PATROL

#### **SPECTION PROGRAM**

1.	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠No	□ N/A	Not consistently noted Remarks: in the "Notes" portion but noted in the ractivity " area
2.	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?  Response Time  On-Scene Investigation  Follow-up Investigation  Report Writing  Vehicle Storage  Call Back  Field Sobriety Testing  Transportation  Booking  Chemical Testing  Traffic Control	✓ Yes	□No	□ N/A	Remarks:
3.	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☑ Yes	□ No	□ Ņ/A	Remarks:
4.	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☑ Yeş	□ No	□ N/A	Remarks:
5.	Is a copy of the CHP 735 being retained at the command and filed?	☑ Yes	□No	□ N/A	Remarks:
6.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☑Yes	□No	□ N/A	Remarks:
7.	In the absence of a CHP 735A, how is the command tr	acking the	DUI Cost I	Recovery	Program?
8.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program Including the following information in the monitoring system?  Defendant Information Violation Information  Court Information  FMS Information	☑ Yes	∏ No	■ N/A	Remarks:

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STATE OF CALIFORNIA
PEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### SPECTION PROGRAM

BAC test results		-		
9. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	✓ Yes	□ No	□ N/A	Remarks:
10. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☑ Yes	□ No	□ N/A	Remarks;
11. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□No	☑ N/A	Remarks: Hove not had
12. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	∠ Yes	□ No	□ N/A	Remarks;
Question 25 pertains to Fiscal Management Section.		* 8		
13. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☑ Yes	□No	□ N/A	Remarks:

other documents.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## **INSPECTION PROGRAM**

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Cottonwood IF	Dívision: Northern	Number: 131		
Evaluated by: Lt. M. Mulgrew		Date: 5/28/09		
Assisted by: Sgt. T. Poindexter Sgt. J. Gillespie		Date: 5/28/09		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Followup Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION □ Division Level Command Level Office of Inspections □ Voluntary Self-Inspection Follow-up Required: Follow-Up Inspection Yes BY: \_\_ For applicable policies, refer to HPM 11.1, Chapter 20. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. Does the command have sufficient procedures to Remarks: ensure that a CHP 735, Incident Response □ No □ N/A Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria? What are these procedures? The Cottonwood Inspection Facility does not regularly have DUI arrests that meet criteria for the DUI Cost Recovery Program. However, the personnel in the facility that review arrest documents are aware of the criteria and that a CHP 735 is required on those incidents. There was only one CHP 735 for review that was in the inspection time period. The procedures include a sergeant's review of the arrest, as well as a review by the special duty officer. If either of these reviewers identify an arrest that meets criteria, they will initiate the process for a CHP 735. When the CHP 735 is complete it is sent to the commander for signature and then to clerical for processing and mailing to Fiscal Management Section (FMS). The Inspection Facility's office supervisor is knowledgeable in the DUI Cost Recovery Program as well and if she processes an arrest that requires a CHP 735, she will send it back to review for the initiation of a CHP 735 form. 3. Does the command have a specific employee(s) Remarks: OSS I assigned to process all CHP 735 forms? ⊠ Yes □ No  $\square$  N/A If the answer to question 3 of this checklist is yes, is Remarks: Not identified in SOP or the responsibility of processing all CHP 735 forms Yes ⊠ No N/A

listed in their job description or any other document?

#### **INSPECTION PROGRAM**

CHAPTER 8

11.	Are extraordinary protective services approved by the Assistant Commissioner, Field?	☐ Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
Questi	ons 12 through 17 pertain to collecting advance dep	osits.			
12.	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	☐ Yes	☐ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
	Is a CHP 465 form completed in accordance with policy?	☐ Yes	☐ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
14.	Are advance payments collected from the contracting company prior to the start of the service?	☐ Yes	□ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
15.	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	☐ Yes	□ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	☐ Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	□ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?	☐ Yes	☐ No	⊠ N/A	Remarks: Not required for negative tracking.
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	☐ Yes	□ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	Yes	☐ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
22.	Are sequential numbers not matching Billing Memorandums reconciled?	Yes	☐ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
23.	Is the original RSA signed and filed at Area?	Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
24.	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	[] Yes	□ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
25.	Is the indemnification clause included in the agreement when requested?	Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?		☐ Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract	Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts

#### **INSPECTION PROGRAM**

CHAPTER 8

	Services Unit?				
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts,
	Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks: If such a request were to be made.
	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	Yes	☐ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
31.	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.
32.	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	☐ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	□ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
34.	Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	Yes	☐ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
	Are outstanding items being inspected and resolved?	☐ Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
	ons 39 through 52 pertain to extraordinary protective projects.	e!service:	s and repo	rt of over	time hours for reimbursable
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
	Is a reimbursable special project code obtained on every contractual service?	☐ Yes	□ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks: Cozeep

#### **INSPECTION PROGRAM**

CHAPTER 8

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42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?		□No	□ N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	☐ Yes	□No	⊠ N/A	Remarks: Division responsibility
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□ No	⊠ N/A	Remarks: No non-uniformed overtime.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	Yes	☐ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
51. Are all payments made directly to FMS?	☐ Yes	□ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Cottonwood IF	Northern	8
Inspected by:		Date: May 28, 2009
Lt. M. Mulgrew		May 28, 2009

Page 1 of 2

number of the inspection in the Chapte shall be routed to and its due date. Th	er Inspect is docum		
TYPE OF INSPECTION  ☑ Division Level ☐ Command ☐ Executive Office Level	Level	Total hours expended on the inspection:	<ul> <li>☑ Corrective Action Plan Included</li> <li>☐ Attachments Included</li> </ul>
Follow-up Required:	Forward Due D		
Chapter Inspection: Chapter Inspector's Comments Rega N/A	5 T. W.		
Command Suggestions for S	Statewi	de Improvement:	
N/A			
Inchestor's Eindings			

The Cottonwood Inspection Facility only had one DUI Cost Recovery case, which was handled according to policy. The inspection team randomly selected DUI arrests to determine if a CHP 735 was created when indicated. None of the sampled arrests required a CHP 735, which would indicate the Inspection Facility has a clear understanding when a CHP 735 is required to be completed. Interviews with assigned personnel indicate a sound understanding of the Department's DUI Cost Recovery Program.

The office supervisor is assigned to process all CHP 735s, but this responsibility is not listed in her job description. The inspection team noted that the hourly rate was missing from the CHP 735. This is no longer an issue as the Inspection Facility is utilizing the Adobe CHP 735 form on the Department's computer system, which automatically lists the hourly rate.

The Inspection Facility does not utilize the CHP 735A as a tracking or monitoring system. The Court Officer tracks open cases through a simple suspense system but there is not a formal monitoring system in place. This appears to work for the facility, considering the volume of cases involved.

# **COMMAND INSPE EXCEPTIONS DOCUMENT**

CTION	<b>PROGRAM</b>
OL 18 41 - 6 1	<del>_</del>

Command:	Division:	Chapter:
Cottonwood IF	Northern	8
Inspected by:	-	Date:
Lt. M. Mulgrew		May 28, 2009

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Commander's Response: ⊠ Concur or [	☐ Do Not Concur (Do Not Concur shall docur	nent basis for response)
Inspector's Comments: Shall address non c etc.)	oncurrence by commander (e.g., findings revised	d, findings unchanged,
	177	
		ALL THE ALL WINDS
Required Action		
Corrective Action Plan/Timeline		
	#1	
The Office Supervisor I's job description of and processing of CHP 735s.	ontained in the SOP has been updated t	o include the review
		æ
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	8-20-09 DATE
	M. M. L.	8/20/09
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE
U∕Concur ☐ Do not concur	(Frankett fairfully	8/25/19

#### INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Cottonwood Inspection Facility	Division: Northern	Number: 131	}
Evaluated by:		Date:	
Lt. M. Mulgrew		5/28/09	
Assisted by: Sgt. T. Poindexte	r	Date:	
Sgt. J. Gillespie		5/28/09	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lea	ad Inspect	tor's Signatur	e:	13
☐ Command Le	evel				*
Office of Inspections Voluntary Sel		M.	Woul	Bra	
Follow-up Required:	Inspection Co	ommander Aw	's Signature	1567	- AL 7/14/09
For applicable policies, refer to HPM 11.1, Cl					*
Note: If a "No" or "N/A" box is checked the Rem	arks" section sha	all be util	ized for ex	planation.	的重庆。其籍的"加州"的"国际"的"国际"
<ol> <li>Prior to the performance of services, is the contracting party informed of the rates che services, departmental equipment usage, cancellation policy?</li> </ol>	arged for and	Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
<ol><li>Does the billing rate include mileage and expenses such as uniform or equipment</li></ol>		] Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
3. When a safety service is provided to anotagency, is the agency's five-digit billing obtained?	ode	] Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
Is the billing code documented on the Re Services Billing Memorandum?		] Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
<ol> <li>Is \$50 charged for each CHP uniformed each cancellation rate assigned to the detail if the cancellation rate less than 24 hours prior to the scheduled</li> </ol>	otification is	] Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts. This element did not occur with Cozeep.
<ol> <li>Is a minimum payment of 4 hours overtime when employee(s) could not be notified concellation of their service(s)?</li> </ol>	f the	Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
<ol> <li>Is information regarding the procedures t necessary right-of-way clearances or per requirements, and other pertinent informations available to inquiring parties?</li> </ol>	mits, local ation made	] Yes	□No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
Are written requests for specific services the appropriate command?		⊠ Yes	□No	□ N/A	Remarks: If received.
Are traffic control services less than \$50, approved by Division?		] Yes	□ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.
<ol> <li>Are traffic control services estimated to b more approved by the Office of the Com</li> </ol>		Yes	☐ No	⊠ N/A	Remarks: Cottonwood IF did not have any reimbursable services contracts.

#### **INSPECTION PROGRAM**

5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies:  A Blood Alcohol Content (BAC) under .08%  A chemical test is positive for drugs only  There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□No	□ N/A	Remarks:
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?  The date of BAC results of =.08% were received  The date of BAC results of =.04% were received	⊠ Yes	□No	□ N/A	Remarks:
8.	for a commercial driver  Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?  • The person arrested refused to provide a chemical test  • The arrest was for drugs only  • A BAC of < .08% was obtained	☐ Yes	□ No	⊠ N/A	Remarks: Of the only incident reviewed, it did not meet Section B criteria.
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
10	o. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: No transients
11	. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12	2. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□ No	□ N/A	Remarks: The 415 of one officer from adjoining Area had more hours identified than charged on the CHP 735.

# INSPECTION PROGRAM

13.	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: Items were marked in the "Comments" section, but not in the "Notes" section.
	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?  Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□No	□ N/A	Remarks:
	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	□ No	⊠ N/A	Remarks: No supervisors or managers were involved arrest.
16.	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☐ Yes	⊠ No	□ N/A	Remarks: The hourly rate was not identified on the CHP 735.
17.	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
18.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19. N/A	In the absence of a CHP 735A, how is the command tr	acking the	DUI Cost F	Recovery	Program?
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?  Defendant Information Violation Information Court Information BAC test results	⊠ Yes	□No	□ N/A	Remarks:

# **INSPECTION PROGRAM**

	21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	☐ No	⊠ N/A	Remarks: None were over 12 months.
	22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□ No	⊠ N/A	Remarks: No closed out cases.
	23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	☐ No	⊠ N/A	Remarks: No refunds.
	24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks: If received.
G	Questi	on 25 pertains to Fiscal Management Section.				
	25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	□ N/A	Remarks:

# COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUME!	1	_	
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Page	1	of	2
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Command:	Division:	Chapter:
Cottonwood IF	Northern	8
Inspected by:		Date:
Lt. M. Mulgrew		May 28, 2009

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspection docume	on number. Under "Forw nt shall be utilized to doc	ard to:" enter the nex ument innovative pra	Il in the blanks as indicated. Enter the chapter of the chapter of command where the document actices, suggestions for statewide a used if additional space is required.	
TYPE OF INSPECTION  ☑ Division Level ☐ Command L ☐ Executive Office Level *	.evel	Total hours expended inspection:	d on the	☐ Corrective Action Plan Included ☐ Attachments Included	
Follow-up Required:	Forwar	rd to:			
☐ Yes	Due Da	ate:			
Chapter Inspection: Chapter Inspector's Comments Regar N/A		元	le la la fair la		
IV/A;					
Command Suggestions for S	tatewid	le Improvement:			
N/A					
Inspector's Findings:					

The Cottonwood Inspection Facility did not have any reimbursable services contracts to be audited during the last 12 months. They had minimal use of Cozeep overtime from other Areas. The inspection team reviewed 100% of those documents (6) and spoke to staff regarding reimbursable services. The personnel demonstrated a strong understanding of policy, should they ever encounter an event that would necessitate a contract.

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

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Command: Cottonwood IF	Division:	Chapter:
Inspected by: Lt. M. Mulgrew	TVOTUTETT	Date: May 28, 2009

age 2 of 2 
Commander's Response: 🗵 Concur or 🗌 Do Not Concur (Do Not Concur shall document basis for response)
nspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
Required Action
Corrective Action Plan/Timeline

None.

☐ Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	8 - 20 - 09
	INSPECTOR'S SIGNATURE	DATE
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE ,
employee ,  Concur □ Do not concur	Figher Harrish	8/25/09

Page

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### **INSPECTION PROGRAM**

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Northern Division	Division: Northern	Number: 101
Evaluated by:	Date:	
Lt. M. Mulgrew		June 2, 2009
Assisted by: Sgt. J. Gille Sgt. T. Poindexter	espie	Date: June 2, 2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspe	ctor's Signatu	re:	
☐ Command L	evel				
☐ Office of Inspections ☐ Voluntary Se	elf-Inspection	M.	Mu	Gue-	
Follow-up Required:	Inspection	Commander's Signature:  Date:  Date:  8/17/2009			
For applicable policies, refer to HPM 11.1, C	·				
Note: If a "No" or "N/A" box is checked, the "Ren	narks" section	shall be ut	ilized for ex	planation	
<ol> <li>Prior to the performance of services, is the contracting party informed of the rates of services, departmental equipment usage cancellation policy?</li> </ol>	narged for , and	⊠ Yes	□No	□ N/A	Remarks:
<ol> <li>Does the billing rate include mileage and expenses such as uniform or equipment</li> </ol>	damage?	⊠ Yes	□No	□ N/A	Remarks:
<ol><li>When a safety service is provided to ano agency, is the agency's five-digit billing o obtained?</li></ol>	ode	☐ Yes	□No	⊠ N/A	Remarks: No safety service was provided to another state agency.
4. Is the billing code documented on the Re Services Billing Memorandum?		☐ Yes	☐ No	⊠ N/A	Remarks: No safety service was provided to another state agency.
<ol> <li>Is \$50 charged for each CHP uniformed assigned to the detail if the cancellation r less than 24 hours prior to the scheduled</li> </ol>	notification is service?	☐ Yes	□No	⊠ N/A	Remarks: There was no short notice cancellations during the period inspected.
<ol> <li>Is a minimum payment of 4 hours overtin when employee(s) could not be notified of cancellation of their service(s)?</li> </ol>	of the	⊠ Yes	□No	□ N/A	Remarks:
7. Is information regarding the procedures to necessary right-of-way clearances or per requirements, and other pertinent informations available to inquiring parties?	mits, local ation made	⊠ Yes	□No	□ N/A	Remarks:
8. Are written requests for specific services the appropriate command?		⊠ Yes	□No	□ N/A	Remarks:
<ol><li>Are traffic control services less than \$50, approved by Division?</li></ol>		⊠ Yes	□No	□ N/A	Remarks:
<ol> <li>Are traffic control services estimated to b more approved by the Office of the Comr</li> </ol>	missioner?	☐ Yes	□ No	⊠ N/A	Remarks: No such request made during the period of inspection.
11. Are extraordinary protective services app Assistant Commissioner, Field?	proved by the	☐ Yes	□No	⊠ N/A	Remarks: No such requests made.

# **INSPECTION PROGRAM**

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Questions 12 through 17 pertain to collecting advance dep	osits.			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	☐ Yes	⊠ No	□ N/A	Remarks: The commercial unit has been using a separate log.
13. Is a CHP 465 form completed in accordance with policy?	⊠ Yes	☐ No	□ N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	☐ No	□ N/A	Remarks:
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	☐ No	□ N/A	Remarks:
Questions 18 through 31 pertain to the preparation of agree	ements.			
18. Is a CHP 466 maintained?	☐ Yes	⊠ No	□ N/A	The commercial unit has Remarks: been using an excel spreadsheet they developed.
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	⊠ No	□ N/A	The commercial Remarks: spreadsheet log does begin with new fiscal year.
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks;
22. Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	☐ No	⊠ N/A	Remarks: All numbers were accounted for
23. Is the original RSA signed and filed at Area?	☐ Yes	⊠ No	□ N/A	Remarks: Originals are sent to FMS.
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	☐ Yes	☐ No	⊠ N/A	Remarks: Has not been asked for,
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	Yes	□No	⊠ N/A	Remarks: Has not been asked for
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	Yes	☐ No	⊠ N/A	Remarks: No such service provided,
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	Yes	☐ No	⊠ N/A	Remarks: No such service provided.

#### **INSPECTION PROGRAM**

CHAPTER 8

29.	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□No	⊠ N/A	Remarks: If requested they would be referred.
30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□No	⊠ N/A	Remarks: No statewide agreements.
31.	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: No statewide agreements.
Questi	ions 32 through 38 pertain to training agreement pro	cedures a	ind reporti	ng for se	rvices provided.
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks: No such service provided.
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	□ No	⊠ N/A	Remarks: No such service provided.
34.	Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	☐ No	⊠ N/A	Remarks: No such service provided.
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□No	⊠ N/A	Remarks: No such service provided.
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	□No	⊠ N/A	Remarks: No such service provided.
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□No	⊠ N/A	Remarks: No such service provided.
	Are outstanding items being inspected and resolved?	☐ Yes	☐ No	⊠ N/A	Remarks: No such service provided.
	ons 39 through 52 pertain to extraordinary protectiv I projects.	e services	s and repo	rt of over	time hours for reimbursable
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: No such service provided,
40.	Is a reimbursable special project code obtained on every contractual service?		□No	□ N/A	Remarks:
41.	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43.	Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
44.	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	☐ No	□ N/A	Remarks:
45.	Is the original overtime report(s) forwarded to FMS?	⊠ Yes		□ N/A	Remarks

# **INSPECTION PROGRAM**

**CHAPTER 8** 

46. Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?	☐ Yes	☐ No	⊠ N/A	Remarks: No such report during inspection period.
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	⊠ Yes	☐ No	□ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□ No	⊠ N/A	Remarks: No nonuniformed overtime.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	☐ No	⊠ N/A	Remarks: No such fund.
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks: They are aware of the policy but have not had to deal with a delinquent company.

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Northern Division	Division: Northern	Chapter:
Inspected by: Lt. M. Mulgrew		Date: June 2, 2009

Page 1 of 2

number of the inspection in the Chapter shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, or fion number. Under "Forward to:" enter the nex nt shall be utilized to document innovative proction plans. A CHP 51 Memorandum may be	t level of command where the document actices, suggestions for statewide
TYPE OF INSPECTION  ☑ Division Level ☐ Command L ☐ Executive Office Level	evel	Total hours expended on the inspection:	<ul><li>☐ Corrective Action Plan Included</li><li>☐ Attachments Included</li></ul>
Follow-up Required:		ate: mbursable Services	
N/A  Command Suggestions for S			
N/A	lalevii	ие ініріоченієні.	4.0

Northern Division is not only responsible to generate reimbursable service contract numbers (R numbers) for the Areas within Northern Division, but they are also responsible to reconcile those numbers and generate and reconcile R numbers used by Division personnel. Division did have an R Number log (CHP 466) and is reconciling those numbers. The inspection team noted that the Commercial Unit was generating their own R numbers and tracking them on their own Excel spreadsheet. The Northern Division Reimbursable Services Coordinator was not aware of those numbers and those numbers are not tracked or reconciled on Division's CHP 466. The contract files from the commercial unit were well maintained and kept all required information, although originals were sent to Fiscal Management Section (FMS) when only copies are required to be sent.

Division's CHP 466 is being maintained on a regular basis but some information was not noted on the form, such as when Areas send their Billing Memorandum (CHP 465) to FMS. This information is difficult to gather from individual Area CHP 465s because it is not a required field on that form. However, if Areas sent copies of their own CHP 466 regularly to Division, as required, the Division Coordinator would be able to better track all required information.

Inspector's Findings:

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Northern Division	Division: Northern	Chapter:
Inspected by: Lt. M. Mulgrew		Date: June 2, 2009

DATE

Commander's Response:  ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,
etc.)
Required Action
Corrective Action Plan/Timeline
Corrective Action Flan/Timeline
<ol> <li>Upon completion of the inspection, the Northern Division Commercial Unit immediately began using the CHP 466 – Reimbursable Services Control Log. The R numbers are obtained from the Northern Division Reimbursable Services Coordinator.</li> </ol>
<ol> <li>The Northern Division Commercial Unit now retains the original reimbursable services contract, and sends a copy to Fiscal Management Section (FMS).</li> </ol>
<ol> <li>The Northern Division Reimbursable Services Coordinator now documents on the CHP 466 when CHP 465 – Billing Memorandums, are sent to FMS.</li> </ol>
Northern Division is now in compliance with all items discovered during the Command Reimbursable Services inspection.
46
Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)
INSPECTOR'S SIGNATURE DATE

employee

Concur

Reviewer discussed this report with

Do not concur

#### **INSPECTION PROGRAM**

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Mt. Shasta	Division: Northern	Number: 146
Evaluated by: V. Zambrana,	Sgt., #12435	Date: 5/20/2009
Assisted by: M. Mezzano, S	Sgt., #10584	Date: 5/20/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Inspector's Signature:
☑ Division Level ☐ Command Level	
☐ Office of Inspections ☐ Voluntary Self-Inspection	The state of the s
Follow-up Required:	Commander's Signature:    Date:
For applicable policies, refer to HPM 11.1, Chapter 6.	
Note: If a "No" or "N/A" box is checked, the "Remarks" sect	on shall be utilized for explanation.
<ol> <li>Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?</li> </ol>	
Does the billing rate include mileage and other expenses such as uniform or equipment damage?	
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	☐ Yes ☐ No ☐ N/A Remarks: No RSA's
4. Is the billing code documented on the Reimbursabl Services Billing Memorandum?	Yes No N/A Remarks: No RSA's
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification less than 24 hours prior to the scheduled service?	is Yes No N/A Remarks:
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, loca requirements, and other pertinent information mad- available to inquiring parties?	
8. Are written requests for specific services directed t the appropriate command?	Yes No No Requests
<ol><li>Are traffic control services less than \$50,000 approved by Division?</li></ol>	Yes No No Requests
Are traffic control services estimated to be \$50,000 more approved by the Office of the Commissioner's	Yes No N/A Remarks: Caltrans Only
11. Are extraordinary protective services approved by Assistant Commissioner, Field?	the Yes No N/A Remarks: None

#### **INSPECTION PROGRAM**

**CHAPTER 8** 

Questions 12 through 17 pertain to collecting advance dep	osits.			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	☐ Yes	□ No	⊠ N/A	Remarks: No RSA's
13. Is a CHP 465 form completed in accordance with policy?	☐ Yes	□No	⊠ N/A	Remarks: No RSA's
14. Are advance payments collected from the contracting company prior to the start of the service?	☐ Yes	□No	⊠ N/A	Remarks: No RSA's
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	☐ Yes	☐ No	⊠ N/A	Remarks: No RSA's
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	☐ Yes	□ No	⊠ N/A	Remarks: No RSA's
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	□No	⊠ N/A	Remarks: Not Required
Questions 18 through 31 pertain to the preparation of agree	ements.			
18. Is a CHP 466 maintained?	☐ Yes	□No	⊠ N/A	Remarks: No RSA's
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	☐ Yes	□ No	⊠ N/A	Remarks: No RSA's
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□ No	⊠ N/A	Remarks: Not Completed
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	☐ Yes	☐ No	⊠ N/A	Remarks: None
22. Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	☐ No	⊠ N/A	Remarks: None
23. Is the original RSA signed and filed at Area?	☐ Yes	☐ No	⊠ N/A	Remarks: No RSA's
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	☐ Yes	☐ No	⊠ N/A	Remarks: No RSA's
25. Is the indemnification clause included in the agreement when requested?	Yes	□No	⊠ N/A	Remarks: No RSA's
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks: No RSA's
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□No	⊠ N/A	Remarks: Not Completed
28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district or other local public body?	Yes	□No	⊠ N/A	Remarks: Not Completed
29. Are dignitary protection services referred to the Office of Dignitary Protection?	Yes	□No	⊠ N/A	Remarks: No Requests

#### **INSPECTION PROGRAM**

CHAPTER 8

30.	Are CHP 312 forms, CHP 313 forms, and CHP 467				
	forms prepared when a statewide agreement is in effect?	☐ Yes	□No	⊠ N/A	Remarks: No SSP RSA's
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: No Requests
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for ser	vices provided.
32.	Is a CHP 230 prepared by the contracting party when	at Postage to the Party of the	SHIPS A VENDERARD	NAME OF TAXABLE PARTY.	65 G 100 ATT 1 - 0 1/8: 5 - 7 - 7 - 7 - 1 (1 ) 1 (2 ) 2 2 2 2
	fees are collected on the day of the training session?	Yes	☐ No	⊠ N/A	Remarks: No RSA's
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and	☐ Yes	□No	⊠ N/A	Remarks: No RSA's
	special projects) within 5 days?				
	Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	□No	⊠ N/A	Remarks: Not Required/No RSA's
	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□No	⊠ N/A	Remarks: No RSA Control Log
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	□ No	⊠ N/A	Remarks: No RSA Control Log
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□No	⊠ N/A	Remarks: No RSA Control Log
	Are outstanding items being inspected and resolved?	☐ Yes	□ No	⊠ N/A	Remarks: None
	ons 39 through 52 pertain to extraordinary protective projects.	e services	s and repo	rt of over	time hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: Not Completed
	. Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:
	. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
	. Are all corrections noted on the overtime report(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
	. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□ No	□ N/A	Remarks:
	. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46	Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:

#### **INSPECTION PROGRAM**

**CHAPTER 8** 

47. Are all COZEE Division by the	P/MAZEEP reports forwarded to a 15 <sup>th</sup> of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEE Division and formonth?	P/MAZEEP reports approved by prwarded to FMS by the 30 <sup>th</sup> of the	Yes	☐ No	⊠ N/A	Remarks: No Way to Verify at Area
	e CHP 71 attached to the overtime there are reimbursable nonuniformed rs?	Yes	□No	⊠ N/A	Remarks: No Non-Uniform OT Hours
	ent of service agreement requested of being depleted, and if necessary, is continued?	Yes	□No	⊠ N/A	Remarks: No Amendments on File
51. Are all paymer	nts made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
	mand require delinquent companies to ig invoices in full prior to providing any s?	Yes	□No	⊠ N/A	Remarks: No RSA's

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### **INSPECTION PROGRAM**

CHAPTER 8
COMMAND DUI COST RECOVERY

Command:	Division:	Number:	
Mt. Shasta	Northern	146	
Evaluated by:	Date:		
Sgt. M. Mezza	Sgt. M. Mezzano, #10584		
Assisted by:		Date:	
SGT. Zambra	na, #12435	05/20/2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspec	tor's Signatur	e:		
☐ Division Level	☐ Command Level				, a	
Office of Inspections	☐ Voluntary Self-Inspection	9	1/2	Ticke	te	
Follow-up Required: ☐ Yes   ☑ No	☐ Follow-Up Inspection BY:	Commande	s Signature:	Lea	n	Date:
For applicable policies, refer		a				
	checked, the "Remarks" section :	shall be uti	ized for exp	planation.	os Rijera (J. S	
arrest that meets the c	, Incident Response nent, is prepared for each ost recovery criteria?	⊠ Yes	□ No	□ N/A	Remarks:	
assisting with the investigation submit it along with copies of a shift supervisor forwards the C reviews the form and prepares 735A, Case Log for tracking. The required 10 day period. The required by policy.	uired to collect all CHP-415's (Da The investigating officer is requ Il applicable CHP-415's to their s HP-735 and associated CHP-41: a computer generated copy of the The O/A forwards all applicable Core O/A checks case status with a	uired to conshift superv 5's to the C ne CHP-73 CHP-735's	nplete the C isor for revi Office Assis 5. All requito Headqua	CHP-735 ( iew and a tant (O/A) ired inforn arters, Fis	DUI Cost F pproval. Up for proces nation is en cal Manage	Recovery) form and pon approval the sing. The O/A tered onto the CHP-ement Section within
assigned to process a		⊠ Yes	□ No	□ N/A	Remarks:	
the responsibility of pr	on 3 of this checklist is yes, is ocessing all CHP 735 forms ription or any other document?	⊠ Yes	□No	□ N/A	Remarks:	

# **INSPECTION PROGRAM**

5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would	⊠ Yes	□ No	□ N/A	Remarks:
Si	<ul> <li>involve cases where the following criteria applies:</li> <li>A Blood Alcohol Content (BAC) under .08%</li> <li>A chemical test is positive for drugs only</li> <li>There is no supporting BAC test of drug test (i.e., a refusal)</li> </ul>	y <u>.</u>		8	
7.		⊠ Yes	□ No	□ N/A	Remarks:
	<ul> <li>The date of BAC results of =.08% were received</li> <li>The date of BAC results of =.04% were received for a commercial driver</li> </ul>				
8.	<ul> <li>Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?</li> <li>The person arrested refused to provide a chemical test</li> <li>The arrest was for drugs only</li> <li>A BAC of &lt; .08% was obtained</li> </ul>	⊠ Yes	□No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
	O. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□No	□ N/A	Remarks:
11	1. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12	2. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks:

# **INSPECTION PROGRAM**

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□ No	□ N/A	Remarks:
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?  • Response Time  • On-Scene Investigation  • Follow-up Investigation  • Report Writing  • Vehicle Storage  • Call Back  • Field Sobriety Testing  • Transportation  • Booking  • Chemical Testing  • Traffic Control	⊠ Yes	□No	□ N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□ No	□ N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command to	acking the	DUI Cost I	Recovery	Program?
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?	⊠ Yes	□ No	□ N/A	Remarks:

# **INSPECTION PROGRAM**

	<ul> <li>Defendant Information</li> <li>Violation Information</li> <li>Court Information</li> <li>FMS Information</li> <li>BAC test results</li> </ul>				
21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks:
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	⊠ No	□ N/A	Remarks: Area has changed local SOP to comply with policy.
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□ No	⊠ N/A	Remarks: FMS Function
24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	☐ Yes	□ No	⊠ N/A	Remarks: FMS Function
Questi	on 25 pertains to Fiscal Management Section.				
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□No	□ N/A	Remarks:



# **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Mt. Shasta	Northern	146
Inspected by:		Date:
Lt Joe Michel	etti	05/20/2009

Page 1 of 2

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.							
TYPE OF INSPECTION  ☑ Division Level ☐ Command Level ☐ Executive Office Level		Total hours expended on the inspection: Three Hours expended.		☐ Corrective Action Plan Included☐ Attachments Included			
Follow-up Required:	Forwa	rd to:					
Chapter Inspection: 8 – DUI Inspector's Comments Regar			accini na teoritan	ces Contracts			
I met with the Mt. Shasta Area genuine interest in the prograr assisted me in locating the ne	ns and	d any input we mig	ht have to make	pection and He expressed e them better. Lieutenant Lee also			
Command Suggestions for S	tatewi	de Improvement:					
None.							
Inspector's Findings:							
Mt. Shasta Area is currently following all policies and procedures outlined in HPM 11.1, chapter 6 and 20. Also as a result of this inspection, Area will be sending a copy of the Reimbursable Services Control Log to Division each month.							
Commander's Response: 🗵	Conc	ur or 🗌 Do Not Co	ncur (Do Not Con	cur shall document basis for response)			

Inspector's Comments:	Shall address non co	oncurrence by c	commander (e	e.g., findi	ngs revised,	findings	unchanged,
etc.)							

None.



# **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter:
Mt. Shasta	Northern	146
Inspected by:	Date:	
Lt. Joe Micheletti		05/20/2009

	1, 10 to 1, 27 kg m				
Required Action	<b>特权的现在分</b>	<b>美国的分别</b>	Fight of the Co.	internation in the	340.3800.3957
Corrective Actio	n Plan/Timeline				

None.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 6-11-09
	INSPECTIONS SIGNATURE	DATE (0/11/09
☐ Reviewer discussed this report with employee ☐ Do not concur	Charle W. Harrist Je	8/15/2009

#### **INSPECTION PROGRAM**

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Yreka	Northern	145
Evaluated by: J. Micheletti, :	#11872 Lt.	Date: 5/21/2009
Assisted by: M. Mezzano, Sgt., #10584		Date: 5/21/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Inspector's Signature:				
☐ Division Level ☐ Command Level					
☐ Office of Inspections ☐ Voluntary Self-Inspect	Martin				
Follow-up Required:	Commander's Signature:	Date:			
Yes No BY:					
— Вт.	12. 2 3	clulea			
For applicable policies, refer to HPM 11.1, Chapter 6					
Note: If a "No" or "N/A" box is checked, the "Remarks" se	shall be utilized for explanation.				
<ol> <li>Prior to the performance of services, is the contracting party informed of the rates charged fo services, departmental equipment usage, and cancellation policy?</li> </ol>	⊠ Yes □ No □ N/A Re	marks:			
Does the billing rate include mileage and other expenses such as uniform or equipment damage?	⊠ Yes □ No □ N/A Re	marks:			
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	☐ Yes ☐ No ☒ N/A Re	marks: No RSA's			
Is the billing code documented on the Reimbursal Services Billing Memorandum?	☐ Yes ☐ No ☒ N/A Re	marks: No RSA's			
<ol> <li>Is \$50 charged for each CHP uniformed employed assigned to the detail if the cancellation notification less than 24 hours prior to the scheduled service?</li> </ol>	☐ Yes ☐ No ☐ N/A Re	marks:			
6. Is a minimum payment of 4 hours overtime charge when employee(s) could not be notified of the cancellation of their service(s)?	⊠ Yes □ No □ N/A Re	emarks:			
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, loc requirements, and other pertinent information ma available to inquiring parties?	⊠ Yes □ No □ N/A Re	emarks:			
8. Are written requests for specific services directed the appropriate command?	☐ Yes ☐ No ☐ N/A Re	emarks:			
Are traffic control services less than \$50,000 approved by Division?	☐ Yes ☐ No ☒ N/A Re	emarks: No Requests			
10. Are traffic control services estimated to be \$50,00 more approved by the Office of the Commissione	☐ Yes ☐ No ☒ N/A Re	emarks: No Requests			
11. Are extraordinary protective services approved by Assistant Commissioner, Field?	Tyes TNo XIN/A RE	emarks: None			

# **INSPECTION PROGRAM**

CHAPTER 8

Questio	ns 12 through 17 pertain to collecting advance dep	osits.			
r	s a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?		□No	□ N/A	Remarks:
F	s a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	✓ Yes	□No	□ N/A	Remarks:
	s a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
١ ١	s a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
(	s a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	□No	⊠ N/A	Remarks: Not Required
	ns 18 through 31 pertain to the preparation of agre	ements.		1.5	
	s a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks: Division maintained.
) ) r	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
)	is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks: Division maintained,
	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□ No	□ N/A	Remarks: Division maintained.
	Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is the original RSA signed and filed at Area?	⊠ Yes	□No	□ N/A	Remarks:
1	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?		□No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	☐ No	⊠ N/A	Remarks: None
	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□No	⊠ N/A	Remarks: None
29.	Are dignitary protection services referred to the Office of Dignitary Protection?		□ No	□ N/A	Remarks: None

# **INSPECTION PROGRAM**

CHAPTER 8

30.	Are CHP 312 forms, CHP 313 forms, and CHP 467				Demorto
	forms prepared when a statewide agreement is in effect?		☐ No	□ N/A	Remarks:
31.	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□ No	□ N/A	Remarks: No Requests
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for ser	vices provided.
32.	Is a CHP 230 prepared by the contracting party when		A COMPLEXABILITY		
	fees are collected on the day of the training session?	Yes	☐ No	⊠ N/A	Remarks: No RSA's
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP,	☐ Yes	□No	⊠ N/A	Remarks: No RSA's
	MAZEEP, extraordinary protective services, and special projects) within 5 days?				
34	Are copies of CHP 467 forms forwarded to the next				
0 1.	level of review?	☐ Yes	☐ No	⊠ N/A	Remarks: Not Required/No RSA's
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□No	⊠ N/A	Remarks: No RSA Control Log
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	□No	⊠ N/A	Remarks: No RSA Control Log
	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□No	⊠ N/A	Remarks: No RSA Control Log
38.	Are outstanding items being inspected and resolved?	☐ Yes	□No	⊠ N/A	Remarks: None
	ions 39 through 52 pertain to extraordinary protectiv	e services	s and repo	rt of over	time hours for reimbursable
	Il projects:				
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: Not Completed
	. Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:
41	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43	. Are all corrections noted on the overtime report(s)?		□No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46	i. Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?		□No	□ N/A	Remarks:



# **INSPECTION PROGRAM**

CHAPTER 8

				*	
Div	e all COZEEP/MAZEEP reports forwarded to rision by the 15 <sup>th</sup> of the month?		□No	□ N/A	Remarks:
Div	e all COZEEP/MAZEEP reports approved by rision and forwarded to FMS by the 30 <sup>th</sup> of the onth?	Yes	☐ No	⊠ N/A	Remarks: No Way to Verify at Area
rep	a copy of the CHP 71 attached to the overtime ort(s) when there are reimbursable nonuniformed reonnel hours?	⊠ Yes	□No	□ N/A	Remarks:
pric	an amendment of service agreement requested or to the fund being depleted, and if necessary, is service discontinued?	☐ Yes	□ No	⊠ N/A	Remarks: No Amendments on File
51. Are	e all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
pay	es the command require delinquent companies to outstanding invoices in full prior to providing any ure services?	⊠ Yes	□No	□ N/A	Remarks:

#### INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command:	Division:	Number:
Yreka	Northern	145
Evaluated by:		Date:
Sgt. M. Mez	05/21/2009	
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspec	tor's Signatur	e:		
☐ Division Level	Command Level  Voluntary Self-Inspection	The Polichtal				
Follow-up Required:  Yes No	Follow-Up Inspection	Commander's Signature: Date:				
For applicable policies, refer to	HPM 11.1, Chapter 20.		( )			
Note: If a "No" or "N/A" box is checonomical to the command have sensure that a CHP 735, Inc.  Reimbursement Statement arrest that meets the cost in	sufficient procedures to cident Response t, is prepared for each	shall be util	ized for exp	olanation.	Remarks:	
arrest that meets the cost recovery criteria?  2. What are these procedures?  The investigating officer is required to collect all CHP-415's (Daily Report of Activity) form for all departmental personnel assisting with the investigation. The investigating officer is required to complete the CHP-735 (DUI Cost Recovery) form and submit it along with copies of all applicable CHP-415's to their shift supervisor for review and approval. Upon approval the shift supervisor forwards the CHP-735 and associated CHP-415's to the Office Assistant (O/A) for processing. The O/A reviews the form and prepares a computer generated copy of the CHP-735. All required information is entered onto the CHP-735A, Case Log for tracking. The O/A forwards all applicable CHP-735's to Headquarters, Fiscal Management Section within the required 10 day period. The O/A checks case status with appropriate court every 30 days and updates the CHP-735A as required by policy.  The Area had been recently audited by Headquarters. A number of issues were identified. All of the necessary procedural changes were implemented to ensure compliance with departmental policy. No discrepancies were discovered during this						
		ři				
Does the command have assigned to process all Ch		⊠ Yes	□No	□ N/A	Remarks:	8

#### **INSPECTION PROGRAM**

**CHAPTER 8** COMMAND DUI COST RECOVERY

If the answer to question 3 of this checklist is yes, is

	the responsibility of processing all CHP 735 forms listed in their job description or any other document?	⊠ Yes	□No	□ N/A	Remarks:
	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks:
	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies:  A Blood Alcohol Content (BAC) under .08%  A chemical test is positive for drugs only  There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□No	□ N/A	Remarks:
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?  • The date of BAC results of =.08% were received • The date of BAC results of =.04% were received for a commercial driver	⊠ Yes	□No	□ N/A	Remarks:
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?  The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	⊠ Yes	□No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□No	□ N/A	Remarks:
11.	. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	☐ No	□ N/A	Remarks:

#### **INSPECTION PROGRAM**

CHAPTER 8

COMMAND DUI COST RECOVERY

12. Do the total number of staff hours cha CHP 735 agree with the appropriate C Field Record?		⊠ Yes	□No	□ N/A	Remarks:
					x
13. Does the Notes portion of the CHP 4 billable DUI time when the CHP 415 in than one activity?	ncludes more	⊠ Yes	□No	□ N/A	Remarks:
14. Are the staff hours incurred by memb Department for the following activities an incident meeting the criteria for DU included in the CHP 735?  • Response Time  • On-Scene Investigation  • Follow-up Investigation  • Report Writing  • Vehicle Storage  • Call Back  • Field Sobriety Testing  • Transportation  • Booking  • Chemical Testing  • Traffic Control	associated with	⊠ Yes	□No	□ N/A	Remarks:
15. Are the staff hours for officers-in-cha lieutenants, or captains listed on the time spent performing the activities list 12 of this checklist and not exclusive tasks?	CHP 735 for sted in question	⊠ Yes	□ No	□ N/A	Remarks:
16. Is the current hourly rate for reimburs to all commands via Comm-Net from used?		⊠ Yes	□No	□ N/A	Remarks:
17. Is a copy of the CHP 735 being retain command and filed?	ned at the	⊠ Yes	□No	□ N/A	Remarks:
18. Is the command utilizing the, optional track cases qualifying for the DUI Co Program?		⊠ Yes	□No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how	is the command tr	acking the	DUI Cost	Recovery	Program?

# **INSPECTION PROGRAM**

20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?  Defendant Information Violation Information Court Information FMS Information BAC test results	⊠ Yes	□No	□ N/A	Remarks:
21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠.Yes	□No	□ N/A	Remarks:
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	Yes	□No	⊠ N/A	Remarks: FMS Function
24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	☐ Yes	□ No	⊠ N/A	Remarks: FMS Function
Questi	ion 25 pertains to Fiscal Management Section.				
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□No	□ N/A	Remarks:

# **COMMAND INSPECTION PROGRAM**EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Yreka	Northern	145
Inspected by:		Date:
Lt. Joe Miche	eletti	05/21/2009

Page 1 of 2

number of the inspection in the Chapter shall be routed to and its due date. This	Inspection docume	Check appropriate boxes as necessary, or for number. Under "Forward to:" enter the neent shall be utilized to document innovative praction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide				
TYPE OF INSPECTION  Division Level	_evel	Total hours expended on the inspection: Three Hours expended.	☐ Corrective Action Plan Included ☐ Attachments Included				
Follow-up Required:	Forward Due D						
Chapter Inspection: 8 – DUI Inspector's Comments Regar		Recovery and Reimbursable Servi	ces Contracts				
I met with the Yreka Area Commander Tracy Sturges regarding this inspection and He expressed genuine interest in the program and any input we might have to make it better. Captain Sturges also assisted me in locating the necessary documents to be inspected.							
Command Suggestions for S	tatewi	de Improvement:					
None.							
Inspector's Findings:							
Yreka Area is currently following	ing all	policies and procedures outlined i	n HPM 11.1, chapter 6 and 20.				
Commander's Response: v	Conc	eur or 🗌 Do Not Concur (Do Not Cor	ncur shall document basis for response)				
Inspector's Comments: Shall etc.)	l addres	ss non concurrence by commander (e.g.	, findings revised, findings unchanged,				
None.							

1/16

# **COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT**

Page 2 of 2

Command:	Division:	Chapter:
Yreka	Northern	145
Inspected by:		Date:
Lt. Joe Mich	eletti	05/21/2009

Required Action		CONTRACTOR ROMANTS	Since father factors
Corrective Action Plan/T	imeline		
None.			

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE Colin on
	INSPECTOR'S SIGNATURE	DATE
☐ Reviewer discussed this report with employee ☐ Do not concur	Example Parist	8/15-/09

#### INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:	
Willows	Willows Northern		
Evaluated by:	Date:		
Lieutenant T.	Lieutenant T. Garr		
Assisted by:	Date:		
Sergeant L. Po	05/14/09		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF I	NSPECTION		Lead Inspector's Signature:					
⊠ Div	ision Level	Command Level				s		
☐ Offi	ce of Inspections	☐ Voluntary Self-Inspection						
	llow-up Required: ] Yes ⊠ No	Follow-Up Inspection		Commander's Signature:  Date:  7/27/09				
For applicable policies, refer to HPM 11.1, Chapter 6.								
Note:	f a "No of N/A box is c	hecked the Remarks a section	ishall be u	tilized for e	xplanation	1855年,1850年,1950年,		
	services, departmental cancellation policy?	ed of the rates charged for equipment usage, and	⊠ Yes	□No	□ N/A	Remarks:		
	Does the billing rate inc expenses such as unifo	rm or equipment damage?	⊠ Yes	□No	□ N/A	Remarks:		
3.	When a safety service is agency, is the agency's obtained?	s provided to another state five-digit billing code	Yes	⊠ No	□ N/A	Remarks: Services were provided to another State agency; however, the five-digit billing code was not obtained.		
	Services Billing Memora		Yes	□No	⊠ N/A	Remarks: See above		
5.	assigned to the detail if	CHP uniformed employee the cancellation notification is to the scheduled service?	⊠ Yes	□ No	□ N/A	Remarks;		
6.	Is a minimum payment of when employee(s) could cancellation of their serv		⊠ Yes	□No	□ N/A	Remarks:		
	necessary right-of-way or requirements, and other available to inquiring par		⊠ Yes	□ No	□ N/A	Remarks:		
	the appropriate comman		☐ Yes	□No	⊠ N/A	Remarks: Written request were appropriately received by this command.		
	Are traffic control service approved by Division?		⊠ Yes	☐ No	□ N/A	Remarks:		
		es estimated to be \$50,000 or ffice of the Commissioner?	Yes	☐ No	⊠ N/A	Remarks: Both reimbursable contracts are under \$50,000.		

# **INSPECTION PROGRAM**

CHAPTER 8

11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	Yes	□ No	⊠ N/A	Remarks: No requests for extraordinary services received by this command,
Questions 12 through 17 pertain to collecting advance de	posits!sa		Alta di A	
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	☐ No	□ N/A	Remarks:
13. Is a CHP 465 form completed in accordance with policy?		□No	□ N/A	Remarks: See above
14. Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks: Payment made directly to FMS.
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	Yes	□No	⊠ N/A	Remarks: See above.
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	□No	⊠ N/A	Remarks: Payment made directly to FMS.
Questions 18 through 31 pertain to the preparation of agr	eements:			
18. Is a CHP 466 maintained?		□No	□ N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	☐ No	□ N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□No	⊠ N/A	Remarks: All sequential numbers match Billing Memorandums.
23. Is the original RSA signed and filed at Area?	Yes	⊠ No	□ N/A	Remarks: Originals routed to Division. Copies kept at Area.
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□ No	□ N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	☐ Yes	☐ No	⊠ N/A	Remarks: Indemnification clause not requested.
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks: See above
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	Yés	☐ No	⊠ N/A	Remarks: All reimbursable contracts are under \$50,000.

# INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

28	3. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	Yes	□ No	⊠ N/A	Remarks: Contracting agencies are not local public entities.
29	Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks:
30	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	Yes	□ No	⊠ N/A	Remarks: No protection services have been requested.
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	☐ No	□ N/A	Remarks:
Ques	llöns 32 through 38 pertain to training aglicement bro	cedures l	tild report	ing for se	rvices provided
32	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	Yes	□No	⊠ N/A	Remarks: The Willows Area provides no departmental training to external agencies which would require a contractual agreement.
	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□ No	□ N/A	Remarks: All CHP 467s were sent to FMS within the required time limit.
	. Are copies of CHP 467 forms forwarded to the next level of review?		□No	□ N/A	Remarks:
35	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	☐ No	□ N/A	Remarks:
36	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks: Area's CHP 466 has not been forwarded to Division at the end of the month, in which reimbursable services have been rendered.
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks;
	Are outstanding items being inspected and resolved?  ons 39 through 52 pertain to extraordinary protective	☐ Yes	☐ No	⊠ N/A	Remarks: No items are outstanding.
specia	projects.	eservices	and repo	it of over	su e la companya de l
39.	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: The Willows Area has not provided contractual protective services.
	Is a reimbursable special project code obtained on every contractual service?		□No	□ N/A	Remarks:
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42.	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:

### INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES

43	Are all corrections noted on the overtime report(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
	<ul> <li>Are overtime reports approved and dated by the commander after reconciling?</li> </ul>	⊠ Yes	□No	□ N/A	Remarks:
45	Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46	Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks: Conlingent upon when the monthly reports print after FLSA cutoff.
47	. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?	⊠ Yes	□No	□ N/A	Remarks: See above
48	Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	Yes	☐ No	⊠ N/A	Remarks: Not Area responsibility.
49	Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□No	⊠ N/A	Remarks: The Willows Area has not had any reimbursable non-uniformed personnel hours within the past calendar year.
50	Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: No amendments of services have been requested.
51	. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52	Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	☐ No	⊠ N/A	Remarks: None of the contracting companies have been delinquent with payment for services.

### COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Willows	Division: Northern	Chapter:
Inspected by:		Date:
Lieutenant Todd Garr		05/14/09

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION  Division Level Command Level  Executive Office Level	Total hours expended on the inspection: hours	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	vard to:	
Chapter Inspection: CHAPTER 8 Inspector's Comments Regarding	Command Reimbursable Services  Innovative Practices:	and DUI Gost Recovery
		*1
Comment Comments on Fou Chate	ida Ivan rayana anti	
Command Suggestions for Statev	nde improvement.	
Inspector's Findings:		

Willows Area's suspense system for monitoring the driving under the influence (DUI) cost recovery process operates effectively. Additionally, the inspection found no notable patterns of errors or omissions.

Note: A sampling of 20 CHP 202, *Driving Under the Influence Arrest-Investigation* reports was conducted. The investigation reports were reviewed and three incidents were identified where a CHP 735 was warranted and not prepared. This was discussed with the Area Commander who indicated appropriate follow-up would be conducted.

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter
Willows	Northern	8
Inspected by:		Date:
Lieutenant To	odd Garr	05/14/09

P	а	q	е	2

Commander's Response: ☒ Concur or [	Do Not Concur (Do Not Concur shall docum	nent basis for response)
<del>7</del>		
	2	
Inspector's Comments: Shall address non cetc.)	concurrence by commander (e.g., findings revised	, findings unchanged,
		2
Required Action		AND SOME AND ADDRESS OF THE SOURCE
Corrective Action Plan/Timeline		
Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE  J. L.	7/27/09
	INSPECTOR'S SIGNATURE	DATE
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE

### INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command:	Division:	Number:
Willows	Northern	160
Evaluated by:		Date:
Lt. Todd Garr		05/14/2009
Assisted by:		Dale:
Sgt. George Steffenson		05/14/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

	4	Looding	ector's Signa	h.cen.	-111	
TYPE OF INSPECTION		Lead Insp	ector's Signa	ture.		
☐ Division Level [	Command Level					
Office of Inspections	☐ Voluntary Self-Inspection					
Follow-up Required:	☐ Follow-Up Inspection	Command	ler's Signatur	e:		Date:
☐ Yes ⊠ No	BY:	M	Me	Bon,		7/27/09
For applicable policies, refer to				2 0		,
Note: If a "No" or "N/A" box is che	cked the Remarks section	shall be u	tilized for ê	xplanation	ili il de la	
Does the command have sensure that a CHP 735, In Reimbursement Statemen arrest that meets the cost	cident Response t, is prepared for each recovery criteria?	⊠ Yes	□ No	□ N/A	Remarks:	
2. What are these procedures?  Upon a qualifying incident, field officers collect CHP 415s, Daily Field Record, pertaining to the activities of involved personnel and complete a CHP 735 for review by the shift sergeant. The CHP 735 package is then forwarded to the clerical staff where additional review is performed and/or placed in Area suspense awaiting conviction/toxicology results. The Area Commander has the final level of review at which time the CHP 735 is signed and forwarded to FMS.						
<ol> <li>Does the command have a assigned to process all CH</li> </ol>	P 735 forms?	⊠ Yes	□No	□ N/A		e Office Services s been assigned this
<ol> <li>If the answer to question 3 the responsibility of process listed in their job description</li> </ol>	sing all CHP 735 forms	⊠ Yes	□No	□ N/A	Remarks:	

### **INSPECTION PROGRAM**

1.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:
2.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies:  A Blood Alcohol Content (BAC) under .08%  A chemical test is positive for drugs only  There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□No	□ N/A	Remarks:
3.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?  • The date of BAC results of =.08% were received	⊠ Yes	□ No	□ N/A	Remarks:
	<ul> <li>The date of BAC results of =.04% were received for a commercial driver</li> </ul>				
4.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?	⊠ Yes	□ No	□ N/A	Remarks:
	<ul> <li>The person arrested refused to provide a chemical test</li> <li>The arrest was for drugs only</li> <li>A BAC of &lt; .08% was obtained</li> </ul>				
5.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
6.	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
7.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
8.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks:

### INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

1.	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□No	□ N/A	Remarks:
2.		⊠ Yes	□No	□ N/A	Remarks:
3.	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:
4.	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks:
5.	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
6.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
As note	In the absence of a CHP 735A, how is the command tra				Program?
8.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?  Defendant Information Violation Information Court Information FMS Information BAC test results	⊠ Yes	□No	□ N/A	Remarks:

### **INSPECTION PROGRAM**

9. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks:
10. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:
11. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□No	⊠ N/A	Remarks: No overpayments found
12. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	☐ No	□ N/A	Remarks:
Question 25 pertains to Fiscal Management Section.				
13. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□No	□ N/A	Remarks:

### COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Willows	Northern	8	
Inspected by:		Date:	
Lieutenant Todd Garr		05/14/09	

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION    Division Level   Command Leve	Total hours expended on to inspection:	
Executive Office Level	2.5 hou	Attachments Included
Follow-up Required:	rward to:	
☐ Yes ☒ No Du	e Date:	Policy of the Control
Chapter Inspection, CHAPTER	3, Command Reimbursable	Services and DUI Cost Recovery
Inspector's Comments Regarding	g Innovative Practices:	
		*
		14
Command Suggestions for State	wide Improvement:	
	5	
	863	

The Willows Area had one reimbursable services contract within the time period covered by this inspection. A written request was appropriately received by this command. With the exception of two minor errors, all proper procedures were followed when setting up and fulfilling the contract.

Two minor errors were discovered when reviewing the CHP 467, Billing Memorandum- Reimbursable Services, in that, a Department of General Services (DGS) billing code was applicable since the contracting agency was another State agency. Additionally, the Area's CHP 466, Reimbursable Services Control Log, had not been forwarded to Northern Division within the month in which services were rendered.

Inspector's Findings:

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2

Command:	Division:	Chapter:	
Willows	Northern	8	
Inspected by:		Date:	
Lieutenant To	dd Garr	05/14/09	

Commander's Response: \( \overline{\top} \) Concur or [	_] Do Not Concur (Do Not Concur shall docur	nent basis for response)
Inspector's Comments: Shall address non c	oncurrence by commander (e.g., findings revise	d findings unchanged
etc.)	official control of the state o	a, mange ananangea,
0.0.7	4	
	2	
		5 1 2003 300 1 B 1 85 (\$
Required Action	The same is the supplementary of the supplementary	Total Control of the
Required Action	de la france de la finalista d	West stress was
Corrective Action Plan/Timeline		
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	111 111 6	7/27/09
(See HPM 9.1, Chapter 8 for appeal procedures.)	My Mulyns	
	I MCDCCTODIC CICNATIRE	DATE
8	INSPECTOR'S SIGNATURE	DATE
8		
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
Reviewer discussed this report with employee Concur Do not concur		

### INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES

Command: Trinity River	Division: Northern	Number: 175
Evaluated by: Lieutenant T. Garr		Date: 05/13/09
Assisted by: Sergeant L. Po	well	Date: 05/13/09

 $\bowtie$  N/A

were less than \$50,000.

No

☐ Yes

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Command Level □ Division Level □ Voluntary Self-Inspection Office of Inspections Commander's Signa Follow-up Required: Follow-Up Inspection ⊠ No ☐ Yes BY:\_\_\_\_ For applicable policies, refer to HPM 11.1, Chapter 6. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Prior to the performance of services, is the Remarks:  $\square$  N/A ☐ No contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy? 2. Does the billing rate include mileage and other Remarks: □ N/A X Yes □ No expenses such as uniform or equipment damage? When a safety service is provided to another state Remarks: Reimbursable contract with N/A ☐ Yes □ No agency, is the agency's five-digit billing code private construction company. obtained? Is the billing code documented on the Reimbursable Remarks: See above N/A □ No Yes Services Billing Memorandum? 5. Is \$50 charged for each CHP uniformed employee Remarks: □ N/A □ No assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service? 6. Is a minimum payment of 4 hours overtime charged Remarks: X Yes □ No □ N/A when employee(s) could not be notified of the cancellation of their service(s)? 7. Is information regarding the procedures to obtain Remarks: Party obtained permit prior ⊠ N/A necessary right-of-way clearances or permits, local Yes No to contracting with CHP. Permit requirements, and other pertinent information made number listed on CHP 467 available to inquiring parties? Are written requests for specific services directed to Remarks: Request was made by □ No ⊠ N/A Yes the appropriate command? telephone to appropriate command. 9. Are traffic control services less than \$50,000 Remarks: □ N/A X Yes □ No approved by Division? 10. Are traffic control services estimated to be \$50,000 or Remarks: Traffic control services

more approved by the Office of the Commissioner?

### INSPECTION PROGRAM

CHAPTER 8 COMMAND REIMBURSABLE SERVICES

11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	Yes	□ No	⊠ N/A	Remarks: No protective services requested.
				A STATE OF THE STA
Questions 12 through 17 pertain to collecting advance de	posits.			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?		□No	□ N/A	Remarks:
13. Is a CHP 465 form completed in accordance with	⊠ Yes	☐ No	□ N/A	Remarks:
14. Are advance payments collected from the contracting company prior to the start of the service?	☐ Yes	□No	□ N/A	Remarks: Advance deposit was obtained.
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks: Copy of CHP 251 attached to CHP 465 package.
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	□ No	□ N/A	Remarks:
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?		□ No	□ N/A	Remarks:
Questions 18 through 31 pertain to the preparation of ag	reements.			
18. Is a CHP 466 maintained?		☐ No	□ N/A	Remarks:
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□No	□ N/A	Remarks:
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	g 🛛 Yes	☐ No	□ N/A	Remarks:
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?		□No	□ N/A	Remarks:
22. Are sequential numbers not matching Billing Memorandums reconciled?		□No	□ N/A	Remarks:
23. Is the original RSA signed and filed at Area?	Yes	⊠ No	□ N/A	Remarks: Original not retained at Area.
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances and permits?	∑ Yes	☐ No	□ N/A	Remarks:
25. Is the indemnification clause included in the agreement when requested?	Yes	□No	⊠ N/A	Remarks: Indemnification clause not requested.
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	☐ No	⊠ N/A	Remarks: See above
27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	Yes	□No	⊠ N/A	Remarks: Service was under \$50,000.

### INSPECTION PROGRAM

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□ No	⊠ N/A	Remarks: Contracting party not a local public body.
29. Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks:
30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□ No	⊠ N/A	Remarks: Trinity River Area does not have any Statewide agreements for reimbursable services; however CHP 467 forms and CHP 313 forms were prepared and attached to CHP 465 package.
31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: See above,
Questions 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for sei	vices provided.
32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	Yes	□No	⊠ N/A	Remarks: The Trinity River Area provides no departmental training to external agencies which would require a contractual agreement.
33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	⊠ No	□ N/A	Remarks: Submitted on the sixth business day after completion of services.
34. Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	☐ No	□ N/A	Remarks:
35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□ No	□ N/A	Remarks:
36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	∑ Yes	☐ No	□ N/A	Remarks: OSSI will forward CHP 466 to Division Coordinator at the end of May, 2009.
37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□No	□ N/A	Remarks:
38. Are outstanding items being inspected and resolved?	Yes	□No	⊠ N/A	Remarks: No outstanding items remain.
Questions 39 through 52 pertain to extraordinary protection	ve service	s and repo	ort of ove	rtime hours for reimbursable
special projects.	A CONTRACTOR OF THE PARTY OF TH	OF CHARACTERS		esta sun esta de desta de la companya de la company
39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks: The Trinity River Area has not provided contractual protective services.
40. Is a reimbursable special project code obtained on every contractual service?		□No	□ N/A	Remarks:
41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each	⊠Yes	☐ No	□ N/A	Remarks:

### **INSPECTION PROGRAM**

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□ No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?		□No	□ N/A	Remarks
46. Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?	⊠ Yes	☐ No	□ N/A	Remarks:
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?	☐ Yes	□No	⊠ N/A	Remarks: The Trinity River Area has not had any COZEEP/MAZEEP reimbursable overtime within the time period inspected.
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	☐ Yes	□No	⊠ N/A	Remarks: See above
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□ No	⊠ N/A	Remarks: The Trinity River Area has not had any reimbursable non-uniformed personnel hours within the past calendar year.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	Yes	□ No	⊠ N/A	Remarks: No amendments of service agreements have been necessary.
51. Are all payments made directly to FMS?	⊠ Yes	☐ No	□ N/A	Remarks: Other than initial deposit collected by Area for services, remainder of billing is done through FMS.
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks: Command has not yet been notified of any delinquencies.

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Trinity River	Division: Northern	Chapter: 8
Inspected by:		Date:
Lieutenant Todd Garr		05/13/09

NSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This mprovement, identified deficiencies, cor	Inspection	on number. Under "Forw of shall be utilized to do	ard to:" enter the nex cument innovative pra	I in the blanks as indicated. Enter the chapter at level of command where the document actices, suggestions for statewide used if additional space is required.	
TYPE OF INSPECTION  Division Level Command Level  Executive Office Level		Total hours expended on the inspection:  2 hours		☐ Corrective Action Plan Included ☐ Attachments Included	
Follow-up Required:	Forwa	rd to:	iouis		
Chapter Inspection: CHAPTE Inspector's Comments Regar			layar dinaa"), hi walii ji	and DUI Cost Recovery	
Command Suggestions for Statewide Improvement:					
				e e	
Inamentaria Findinga					

The Trinity River Area had one reimbursable services contract within the time period covered by this inspection. All proper procedures were followed when setting up and fulfilling the contract. The Office Services Supervisor demonstrated a thorough knowledge with regard to departmental policy and procedure governing tracking and reporting reimbursable contracts overtime hours. For this reimbursable contract, although all the proper paperwork was submitted, the submission date to Fiscal Management Section was one day outside of the required five days.

### COMMAND INSPECTION PROGRAM **EXCEPTIONS DOCUMENT**

Command:	Division:	Chapter:
Trinity River	Northern	8
Inspected by:		Date:
Lieutenant Todd Garr		05/13/09

Page 2		
Commander's Response: ☑ Concur or ☐	Do Not Concur (Do Not Concur shall docume	ent basis for response)
<u> </u>		
Inspector's Comments: Shall address non coetc.)	oncurrence by commander (e.g., findings revised,	findings unchanged,
. The second of	and the superior of the superior production of the superior superi	and the facility and provide and
Required Action		
Required Action		
Required Action  Corrective Action Plan/Timeline	COMMANDER'S SIGNATURE	DATE
Corrective Action Plan/Timeline  Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	7/27/09
Corrective Action Plan/Timeline  Employee would like to discuss this report with		
Corrective Action Plan/Timeline  Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	7/27/09

#### INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY

Command:	Division:	Number:
Trinity River	Northern	175
Evaluated by:		Date:
Lieutenant Todd Gar, #13312		05/13/2009
Assisted by:	Date: 05/13/2009	
Sergeant Geor	Sergeant George Steffenson	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

	- 1	Lade Cierantes			
TYPE OF INSPECTION	Lead inspe	ctor's Signatu	re:		
□ Division Level     □ Command Level		1			
☐ Office of Inspections ☐ Voluntary Self-Inspectio	1	-4	- UT		
Follow-up Required:	Commande	er's Signature:	LAR	7/27/04 -	
For applicable policies, refer to HPM 11.1, Chapter 20		A. W. T. S. L. W. W.			
Note: If a "No" or "N/A" box is checked, the "Remarks" sect	ion shall be u	ilized for ex	planation.	的现在分词 "如果我们是一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个	
<ol> <li>Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?</li> </ol>	⊠ Yes	□ No	□ N/A	Remarks:	
Upon a qualifying incident, field officers collect CHP 415s, <i>Daily Field Record</i> , pertaining to the activities of involved personne and complete a CHP 735 for review by the shift sergeant. The CHP 735 package is then forwarded to the clerical staff where additional review is performed and/or placed in Area suspense awaiting conviction/toxicology results. The Area Commander has the final level of review at which time the CHP 735 is signed and forwarded to FMS.					
Does the command have a specific employee(s) assigned to process all CHP 735 forms?	⊠ Yes	□No	□ N/A	Remarks: The Office Services Supervisor has been assigned this task.	
If the answer to question 3 of this checklist is yes, if the responsibility of processing all CHP 735 forms listed in their job description or any other documents.		□ No	□ N/A	Remarks:	

### INSPECTION PROGRAM

1. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:
<ol> <li>Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies:         <ul> <li>A Blood Alcohol Content (BAC) under .08%</li> <li>A chemical test is positive for drugs only</li> <li>There is no supporting BAC test of drug test (i.e., a refusal)</li> </ul> </li> </ol>	⊠ Yes	□ No	□ N/A	Remarks:
<ul> <li>3. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?</li> <li>The date of BAC results of =.08% were received</li> <li>The date of BAC results of =.04% were received for a commercial driver</li> </ul>	⊠ Yes	□ No	□ N/A	Remarks:
<ul> <li>4. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?</li> <li>The person arrested refused to provide a chemical test</li> <li>The arrest was for drugs only</li> <li>A BAC of &lt; .08% was obtained</li> </ul>	⊠ Yes	□ No	□ N/A	Remarks: One CHP 735, drugs only, was inadvertently sent to FMS prior to case adjudication. The Office Services Supervisor contacted FMS in order to have the CHP 735 returned.
5. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
6. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	☐ No	⊠ N/A	Remarks: No applicable cases inspected.
7. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
8. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	☐ Yes	⊠ No	□ N/A	Remarks: Three CHP 735s were found where the hours were not consistent. Two of the three undercharged and one of the three overcharged by one hour.

### INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

1.	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□No	□ N/A	Remarks:
	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?  Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□ No	□ N/A	Remarks:
3.	lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:
4.	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks:
5.	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
6.	track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	☐ No	□ N/A	Remarks:
7. As not					
8.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?  • Defendant Information  • Violation Information  • Court Information  • FMS Information  • BAC test results	⊠ Yes	□No	□ N/A	Remarks:

### INSPECTION PROGRAM

9.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	☐ No	□ N/A	Remarks:
10.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:
11.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□ No	□ N/A	Remarks: One CHP 735 was submitted with one hour more than the attached CHP 415s indicated. Trinity River has initiated the correction process with FMS.
12.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	☐ No	□ N/A	Remarks:
Quest	ion 25 pertains to Fiscal Management Section.				
13.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	☐ No	□ N/A	Remarks:

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Trinity River	Northern	8
Inspected by: Lieutenant T. C		Date: 05/13/2009

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspection	on number. Under "Forw of shall be utilized to do	rard to:" enter the nex cument innovative pro	Il in the blanks as indicated. Enter the chapter of level of command where the document actices, suggestions for statewide e used if additional space is required.
TYPE OF INSPECTION  ☑ Division Level ☐ Command L ☐ Executive Office Level	Level	Total hours expende inspection:	d on the _ hours	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa	rd to:		
☐ Yes	Due D	ate:		
Chapter Inspection: CHAPTER 8, Command Reimbursable Services and DUI Cost Recovery Inspector's Comments Regarding Innovative Practices:				
Command Suggestions for S	tatewi	de Improvement:		
			c	
Inepactor's Findings				

Trinity River's suspense system for monitoring the driving under the influence (DUI) cost recovery process is functional. CHP 735s are always submitted to FMS in a timely manner. However, a number of CHP 735s did not indicate the date submitted to FMS as was appropriately documented on the CHP 735A. A discussion with the Trinity River Office Services Supervisor (OSS) revealed that she had a clear understanding of the criteria for CHP 735 submission with the exception of drug only submissions. This was addressed by explaining the criteria for drug only CHP 735 submissions as outlined in Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual. Upon reviewing the policy, she subsequently demonstrated a clear understanding of drug only CHP 735 submission requirements. Additionally, she advised that Area would closely review the CHP 735s and 735A to ensure information is properly entered into the appropriate fields and that both forms correspond with each other.

It was recommended to the Trinity RiverOSS that in cases which are pending conviction for only Section 23152 (a) of the California Vehicle Code (VC), or a greater offense involving alcohol and/or drugs, be listed on the CHP 735A, Case Log-DUI Recovery Program log. Trinity River's suspense system currently files these cases separately, not noted on the CHP 735A, and routinely checks the cases for adjudication. Additionally, it was also recommended that court case numbers and conviction dates be entered on the CHP 735A. A sampling of CHP 202, *Driving Under the Influence Arrest-Investigation* reports was conducted which revealed CHP 735s had been completed when necessary.

### COMMAND INSPECTION PROGRAM **EXCEPTIONS DOCUMENT**

Command:	Division:	Chapter:
Trinity River	Northern	8
Inspected by:		Date:
Lieutenant T. (	05/13/2009	

Page 2	
Commander's Response:  Concur or  Do Not Concur (Do Not Concur shall docume	nt basis for response)
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, etc.)	findings unchanged,
	THE WAYNESS AND A
Required Action	
Corrective Action Plan/Timeline	
Employee would like to discuss this report with COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	7/27/09
INSPECTOR'S SIGNATURE	DATE
SCHOOL SIGNATURE	DATE
Reviewer discussed this report with employee	diela
employee Do not concur Chambel family	8/13/08

### **INSPECTION PROGRAM**

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

Command: Ukiah Area	Division: Northern Division	Number: 150
Evaluated by: Sergeant G. Baarts, #15687		Date: 06/04/09
Assisted by: Lt. A. Jager, #1180	9	Date: 06/04/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Inspe	ctor's Signatu	ire;	
☑ Division Level ☐ Command Level				
	$\Lambda$		_	
☐ Office of Inspections ☐ Voluntary Self-Inspection	HT	_ J:		
Follow-up Required:  Follow-Up Inspection	Commande	er's Signature:		Date:
☐ Yes ☐ No BY:	Re.	71/_	/	
	116.1	Xay/		9/11/09
For applicable policies, refer to HPM 11.1, Chapter 6.		0		. /
Note: If a "No" or "N/A" box is checked the "Remarks" section	shall be ut	ilized for e	colanation	
i. Filor to the performance of services, is the			p.camacrom	OSTOLEKONIS ALIANIA SALAMANIA SALAMA
contracting party informed of the rates charged for		☐ No	□ N/A	Remarks:
services, departmental equipment usage, and cancellation policy?				
Does the billing rate include mileage and other				
expenses such as uniform or equipment damage?	⊠ Yes	□No	□ N/A	Remarks:
3. When a safety service is provided to another state				
agency, is the agency's five-digit billing code obtained?		☐ No	□ N/A	Remarks:
Is the billing code documented on the Reimbursable				
Services Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
5. Is \$50 charged for each CHP uniformed employee	2 100			
assigned to the detail if the cancellation notification is		☐ No	□ N/A	Remarks:
less than 24 hours prior to the scheduled service?  6. Is a minimum payment of 4 hours overtime charged	ia			
when employee(s) could not be notified of the	⊠ Yes	□No	□ N/A	Remarks:
cancellation of their service(s)?	₩ 162	INO	LI IN/A	
7. Is information regarding the procedures to obtain				
necessary right-of-way clearances or permits, local		☐ No	□ N/A	Remarks:
requirements, and other pertinent information made available to inquiring parties?				
Are written requests for specific services directed to				
the appropriate command?	⊠ Yes	□No	□ N/A	Remarks:
9. Are traffic control services less than \$50,000		201112		
approved by Division?		☐ No	□ N/A	Remarks: Sequential R# received from Division
10. Are traffic control services estimated to be \$50,000 or				
more approved by the Office of the Commissioner?	☐ Yes	☐ No	⊠ N/A	Remarks: Has not occurred at command
11. Are extraordinary protective services approved by the	-	19 <del>11 - 1</del> 29120	William Co.	
Assistant Commissioner, Field?	Yes	☐ No	⊠ N/A	Remarks: Has not occurred at command

### **INSPECTION PROGRAM**

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

示到認識性數據關於	ions 12 through 17 pertain to collecting advance de	osits.			
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	⊠ Yes	☐ No	□ N/A	Remarks: Requested prior to signing contract.
	Is a CHP 465 form completed in accordance with policy?	⊠ Yes	□No	□ N/A	Remarks:
	Are advance payments collected from the contracting company prior to the start of the service?	⊠ Yes	□No	□ N/A	Remarks: Except for yearly contract with Ukiah Fairgrounds.
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks: Except for yearly contract with Ukiah Fairgrounds.
	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	⊠ Yes	□No	□ N/A	Remarks:
	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	⊠ Yes	□No	□ N/A	Remarks:
	Are sequential numbers not matching Billing Memorandums reconciled?	⊠ Yes	□No	□ N/A	Remarks:
	Is the original RSA signed and filed at Area?	☐ Yes	⊠ No	□ N/A	Remarks: Original to Division and a copy at Area
	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	⊠ Yes	□No	□ N/A	Remarks:
	Is the indemnification clause included in the agreement when requested?	⊠ Yes	☐ No	□ N/A	Remarks:
	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	⊠ Yes	□No	□ N/A	Remarks:
	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	Yes	⊠ No	□ N/A	Remarks: CHP 78R is not available to Area Commands
28.	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□ No	⊠ N/A	Remarks: N, ME

### **INSPECTION PROGRAM**

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

20	A					
	Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	□No	□ N/A	Remarks:	
30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□No	□ N/A	Remarks:	
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□No	□ N/A	Remarks:	
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.	
A SECTION OF THE	Is a CHP 230 prepared by the contracting party when					Number 1
	fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks: $N$	ONE
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and	☐ Yes	□No	⊠ N/A	Remarks:	
	special projects) within 5 days?					
	Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	☐ No	⊠ N/A	Remarks:	
	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□No	⊠ N/A	Remarks:	
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	Yes	□No	⊠ N/A	Remarks:	
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□No	⊠ N/A	Remarks:	æ
	Are outstanding items being inspected and resolved?	☐ Yes	□No	⊠ N/A	Remarks:	
specia	ons 39 through 52 pertain to extraordinary protectiv I projects.	e service:	and repo	rt of over	time hours for re	imbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: Num	
	Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks:	
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□ No	□ N/A	Remarks:	
	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:	
	Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:	
	Are overtime reports approved and dated by the commander after reconciling?		□No	□ N/A	Remarks:	
45.	Is the original overtime report(s) forwarded to FMS?		□No	□ N/A	Remarks:	

### **INSPECTION PROGRAM**

CHAPTER 8

COMMAND REIMBURSABLE SERVICES

46. Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?		□No	□ N/A	Remarks:
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?	☐ Yes	□No	⊠ N/A	Remarks: Division Level
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	⊠ Yes	□No	■ N/A	Remarks:
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: No No
51. Are all payments made directly to FMS?		□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	⊠ Yes	□No	□ N/A	

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter:
Ukiaĥ	Northern	8
Inspected by:		Date:
Lt. Adam Ja	ger	06/04/2009

number of the inspection in the Chapter shall be routed to and its due date. This	Inspecti docume	Check appropriate boxes as necessary, or find number. Under "Forward to:" enter the newent shall be utilized to document innovative praction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide			
TYPE OF INSPECTION  Total hours expended on the Corrective Action Plan Include						
□ Division Level □ Command L	.evel	inspection:				
Executive Office Level		4 hours, this includes travel time.	Attachments Included			
Follow-up Required:	Forwa	rd to: N/A				
☐ Yes   ☑ No	Due D	ateN/A				
Chapter Inspection: //sim/si	ars A	BUC JURULUS				
Inspector's Comments Regar	ding l	nnovative Practices:				
The Area has a yearly Reimbu	ursable	contract with the Fairgrounds for	ongoing events.			
Command Suggestions for S	tatewi	de Improvement:				
Updated training to Area office	e perso	onnel on proper completion of Rei	mbursable Contracts.			
Inspector's Findings:						
None						
Commander's Response: ☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)						
N/A						

Inspector's Comments:	Shall address non concurrence b	y commander (e.g.,	findings revised,	findings unchanged,
etc.)				

N/A



# **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Page 2 of 2

Command:	Division:	Chapter	15
Ukiah	Northern	8	
Inspected by:		Date:	
Lt. Adam Jag	ger	06/04/2009	

Required Action	
Corrective Action P	an/Timeline
N.1/A	

N/A

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE  A Commander'S SIGNATURE	DATE 06/10/2009
	INSPECTOR'S SIGNATURE	DATE 06/10/2009
Reviewer discussed this report with employee Concur Do not concur	Harry Signature	8/15/09

### **INSPECTION PROGRAM**

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Division: Ukiah Area Northern Division		Number: 150		
Evaluated by: Sergeant G. Baarts, #15687		Date: 06/04/09		
Assisted by: Lt. A. Jager, #11809		Date: 06/04/2009		

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspe	ctor's Signatu	re;		
□ Division Level	☐ Command Level					
Office of Inspections	☐ Voluntary Self-Inspection	AL	_ ]:	2	LI	1
Follow-up Required: ⊠ Yes □ No	☐ Follow-Up Inspection	Commande	er's Signature:		702-111	Date:
	BY: 09/01/2009	N.D.	2	<u> </u>		6/11/09
For applicable policies, refer t						7.7
Note: If a "No" or "N/A" box is ch	ecked, the "Remarks" section	shall be ut	ilized for ex	planation		REPORT OF THE
<ol> <li>Does the command have ensure that a CHP 735, I Reimbursement Stateme arrest that meets the cos</li> </ol>	ncident Response nt, is prepared for each	⊠ Yes	□No	□ N/A	Remarks:	
2. What are these procedur	es?					
Area sergeants review all CHP 20 for cases meeting the criteria. See Accident Review Officer reviews completed. The Office Assistant awaiting BAC results, drug tests and Area procedures are outlined in E	all DUI collisions to ensure a C (OA) is responsible for proces results, and refusals awaiting o	and attach CHP 735, In sing and to conviction	ned CHP 41 noident Res racking of the	5's to ens sponse Re	sure accurate imburseme	te reporting. The ent Statement, is
<ol><li>Does the command have assigned to process all C</li></ol>	a specific employee(s) CHP 735 forms?	⊠ Yes	□No	□ N/A	Remarks: Office Assist	ant

### **INSPECTION PROGRAM**

4.	If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	⊠ Yes	□No	□ N/A	Remarks:
5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks:
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies:  A Blood Alcohol Content (BAC) under .08%  A chemical test is positive for drugs only  There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□No	□ N/A	Remarks: Office Assistant maintains the CHP 735A Log for case monitoring, and checks the cases weekly.
7.	<ul> <li>Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?</li> <li>The date of BAC results of =.08% were received</li> <li>The date of BAC results of =.04% were received for a commercial driver</li> </ul>	Yes	⊠ No	□ N/A	Remarks: Area did not have a copy of the FMS quarterly reports. The commander indicated not all 735's are being forwarded to FMS within ten business days. Procedures have been implemented to ensure this is being done.
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?  The person arrested refused to provide a chemical test  A BAC of < .08% was obtained	⊠ Yes	□No	□ N/A	Remarks: Review of the CHP 735A and CHP 735's indicated this is being done.
9.		⊠ Yes	□No	□ N/A	Remarks:
1(	D. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	Yes	□No	⊠ N/A	Remarks: No transient arrests.
1	<ol> <li>Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?</li> </ol>	⊠ Yes	□No	□ N/A	Remarks:
1	2. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks:

### **INSPECTION PROGRAM**

	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: The time spent is highlighted in the activity section with the defendant's name in the comments section. The activity was not consistently documented in the Notes section.
	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?  Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□ No	□ N/A	Remarks: A review of CHP 415's found some had listed time spent on activities without the defendant's name on the CHP 415. This was more common on the assisting officer's CHP 415, and not the handling officer's CHP 415.
15.	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks: Time is documented only if performing the task, and not supervising the task.
16.	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	Yes	☐ No	⊠ N/A	Remarks: Automatically entered on PDF form.
17.	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	☐ No	□ N/A	Remarks:
18.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks: The CHP 735A Log is being utilized through AIS. A separate log is kept on cases requiring follow-up with the courts in regards to conviction dates.
In addi separa	In the absence of a CHP 735A, how is the command to the CHP 735A Log, the command maintains a Cate file and copies of the CHP 735 are used to document basis by accessing the court database via a dedicated	HP 735 file It dates wh	e. The CH en case sta	IP 735's a atus is che	waiting conviction are kept in a

### **INSPECTION PROGRAM**

<ul> <li>20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?</li> <li>Defendant Information</li> <li>Violation Information</li> <li>Court Information</li> <li>FMS Information</li> </ul>	⊠ Yes	□No	□ N/A	Remarks: Area is using the CHP 735A for case tracking.
BAC test results				
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	No.	⊠ N/A	Remarks: No No
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	⊠ No	□ N/A	Remarks: Area had no closed out cases at time of inspection.
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	☐ No	⊠ N/A	Remarks: FMS handles overpayments.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks: The commander reviews the FMS quarterly reports and takes appropriate corrective action to ensure timely submission and accountability of CHP 735's.
Question 25 pertains to Fiscal Management Section	2847	980000000000000000000000000000000000000	***************************************	
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	☐ No	□ N/A	Remarks: FMS sends an email to the Office Supervisor for deficient forms.

### COMMAND INSPECTION PROGRAM

### **EXCEPTIONS DOCUMENT**

Command:		Division:	Chapter:	
Ukiah	è	Northern	8	
Inspected by:			Date:	
Lt. Adam	Jager		06/04/2009	

Page 1 of 3				
number of the inspection in the Chapter Ir shall be routed to and its due date. This of	nspection number. Under "Forward to:" en document shall be utilized to document inn	ssary, or fill in the blanks as indicated. Enter the chapter ter the next level of command where the document ovative practices, suggestions for statewide um may be used if additional space is required.		
TYPE OF INSPECTION  ☑ Division Level ☐ Command Le ☐ Executive Office Level	Total hours expended on the inspection: 8 hours, this includes travel time.	☐ Corrective Action Plan Included ☐ Attachments Included		
Follow-up Required:	Forward to: Northern  Due Date: 09/01/2009			
Inspector's Comments Regard				
Command Suggestions for Statewide Improvement:  Updated training to Area office personnel on proper completion/processing of CHP 735's, CHP 735A's through AIS, and tracking.				
Area personnel are including entries of DUI arrests on CHP 415's, with last name of the arrested subject on each line entry on page one of CHP 415's. These entries are highlighted. This is taking the place of separating the entries in the note section on the CHP 415's. However, it was inconsistent with the assisting officers including the last name of the DUI driver on line entries. Reviewing supervisors need to assure this is being done and correct it if it is not.  Area could not locate FMS quarterly reports. The Commander indicated not all CHP 735's are being forwarded to FMS within ten business days. Procedures have been implemented to ensure this is being				
done and to keep the quarterly	reports in the CHP 735 file.	o Not Concur shall document basis for response)		

CHP 680A (Rev. 02-09) OPI 010

N/A

# COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 3

Command:	Division:	Chapter:	
Ukiah	Northern	8	
Inspected by: Lt. Adam Jager		Date: 06/04/2009	

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

N/A

### COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:	574
Ukiah	Northern	8	
Inspected by:		Date:	
Lt. Adam Ja	ger	06/04/2009	

Required Action	
Corrective Action Plan/Timeline	

The command has been receiving the FMS quarterly reports and using them as an administrative tool for following up on timeliness of 735s sent to Accounting. They have not been saved or filed at the command. Effective immediately, a file and process has been set up between the commander and clerical staff for this process to be implemented.

The commander and staff round tabled the issue of 735s not consistently being sent to FMS within the 10 business day limit. It was determined that some of the 735s were getting caught up and delayed in the accident/arrest report review process. To rectify the issue, it was decided that field supervisors would separate the 735s from the investigative packet, and send the 735s directly to the clerical staff for processing. This would eliminate the possibility of the 735 getting caught up in the back and forth exchange between the AI officer and the investigating officer when a collision report goes back for corrections. This process has been implemented immediately.

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 06/10/2009
	INSPECTOR'S SIGNATURE  A1 32	DATE 06/10/2009
Reviewer discussed this report with employee Concur Do not concur	Etonker. Parish gr	8/15/2009

Page

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Quincy		
Evaluated by: Lieutenant T. Garr		Date; 05/07/09
Assisted by: Sergeant L. Powell		Date: 05/07/09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Inspector's Signature:		
☑ Division Level ☐ Command Level	1		
☐ Office of Inspections ☐ Voluntary Self-Inspection	2-4-5		
Follow-up Required:   Follow-Up Inspection	Commander's Signature: Date:		
☐ Yes ☐ No BY:	1/2/9		
For applicable policies, refer to HPM 11.1, Chapter 6.			
Note: If a "No" or "N/A" box is checked, the "Remarks" section	shall be utilized for explanation.		
Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	Yes No N/A Remarks: The Quincy Area has rentered into any reimbursable contracts within the time period inspected.	not	
Does the billing rate include mileage and other expenses such as uniform or equipment damage?	Yes No N/A Remarks: All COZEEP contracts prepared at the State level, not a Area.		
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	☐ Yes ☐ No ☒ N/A Remarks: See above		
Is the billing code documented on the Reimbursable Services Billing Memorandum?	☐ Yes ☐ No ☒ N/A Remarks: See above		
<ol> <li>Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?</li> </ol>	Yes No N/A Remarks: Short notice cancellate orders are attached to the CHP and listed on the overtime report	415's	
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	Yes No N/A Remarks: A minimum of 4 hours charged when the employee is r notified of the cancellation. Charged are listed on the overtime report	not arges	
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	Yes No N/A Remarks: See item #2 remarks.		
8. Are written requests for specific services directed to the appropriate command?	Yes No N/A Remarks: See item #2 remarks.		
Are traffic control services less than \$50,000 approved by Division?	☐ Yes ☐ No ☒ N/A Remarks; See item #2 remarks		
10. Are traffic control services estimated to be \$50,000 cmore approved by the Office of the Commissioner?		=	

### INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	☐Yes	□No	⊠ N/A	Remarks: See item #1 remarks.
Assistant Commissioner, Fleid:	103		ZIM	
Questions 12 through 17 pertain to collecting advance dep	osits.			
12. Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	☐ Yes	□ No	⊠ N/A	Remarks: The Quincy Area has not entered into any reimbursable services contracts during the time period inspected.
13. Is a CHP 465 form completed in accordance with policy?	Yes	□No	⊠ N/A	Remarks: See above
14. Are advance payments collected from the contracting company prior to the start of the service?	Yes	☐ No	⊠ N/A	Remarks: See above
15. Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	Yes	□No	⊠ N/A	Remarks: See above
16. Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	Yes	☐ No	⊠ N/A	Remarks: See above
17. Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	□ No	⊠ N/A	Remarks: See above
Questions 18 through 31 pertain to the preparation of agree	ements.			
18. Is a CHP 466 maintained?	⊠ Yes	□No	□ N/A	Remarks: The Quincy Area has not entered into any reimbursable services contracts during the time period inspected; however, a CHP 466 is maintained.
19. Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	☐ Yes	□No	⊠ N/A	Remarks: See above
20. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□No	⊠ N/A	Remarks: See above
21. Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	Yes	□No	⊠ N/A	Remarks: See above
22. Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	☐ No	⊠ N/A	Remarks: See above
23. Is the original RSA signed and filed at Area?	Yes	□No	N/A	Remarks: See above
24. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	☐ Yes	□No	N/A	Remarks: See above
25. Is the indemnification clause included in the agreement when requested?	Yes	□No	⊠ N/A	Remarks: See above
26. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	Yes	☐ No	⊠ N/A	Daniel Carabana

#### **INSPECTION PROGRAM**

CHAPTER 8 COMMAND REIMBURSABLE SERVICES

	27. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	Yes	☐ No	⊠ N/A	Remarks: See above
	28. Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□ No	⊠ N/A	Remarks: See above
	29. Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	☐ No	⊠ N/A	Remarks: See above
	30. Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□No	□ N/A	Remarks: Forms are completed and submitted with monthly overtime reporting.
	31. When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□ No	⊠ N/A	Remarks: COZEEP contracts not set up at Area level.
2000	Questions 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for se	rvices provided.
	32. Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks: The Quincy Area provides no departmental training to external agencies which would require a contractual agreement.
	33. Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	Yes	□ No	⊠ N/A	Remarks: See above
	34. Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	☐ No	⊠ N/A	Remarks: See above
	35. Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	Yes	□ No	⊠ N/A	Remarks: See above
	36. Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	Yes	□No	⊠ N/A	Remarks: See above
	37. Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□ No	⊠ N/A	Remarks: See above
	38. Are outstanding items being inspected and resolved?	Yes	□ No	⊠ N/A	Remarks: See above
	Questions 39 through 52 pertain to extraordinary protections special projects.	ve service	s and repo	ort of ove	rtime hours for reimbursable
	39. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks: The Quincy Area has not provided contractual protective services.
	40. Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□No	□ N/A	Remarks: The Quincy Area uses the Statewide special project code for all COZEEP services.
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#### **INSPECTION PROGRAM**

CHAPTER 8

41. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks:
42. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43. Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks: Quincy Area COZEEP overtime reports are sent to FMS via Division.
46. Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks: The overtime report is sent to Division as soon as the Area's monthly report is received via Comm-Net.
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?	⊠ Yes	☐ No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	☐ Yes	□No	⊠ N/A	Remarks: Coordinated by Northern Division.
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□ No	⊠ N/A	Remarks: The Quincy Area has not had any reimbursable non-uniformed personnel hours within the past calendar year.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	ª ∐ No	⊠ N/A	Remarks: Not handled at Area level. Area is notified by Caltrans when COZEEP services are being discontinued.
51. Are all payments made directly to FMS?	☐ Yes	☐ No	⊠ N/A	Remarks: See item #50 remarks.
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	Yes	☐ No	⊠ N/A	Remarks: See item #39 remarks.

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Quincy	Northern	8
Inspected by:		Date:
Lieutenant T. Garr		05/07/09

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide

improvement, identified deficiencies, corrective	action plans. A CHP 51 Memorandum may b	e used if additional space is required.
TYPE OF INSPECTION  ☑ Division Level ☐ Command Level ☐ Executive Office Level	Total hours expended on the inspection:hours	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:  Yes No Due 0	ard to: Date:	
Chapter Inspection: CHAPTER 8, 0 Inspector's Comments Regarding		and DUI Cost Recovery
767		**
<sup>2</sup> see		
Command Suggestions for Statew	ide Improvement:	
, , , , , , , , , , , , , , , , , , ,		
The product Findings		

#### Inspector's Findings:

The Quincy Area has not entered into any reimbursable services contracts within the time period covered by this inspection. The Office Services Supervisor demonstrated a thorough knowledge with regard to departmental policy and procedure governing tracking and reporting reimbursable contracts overtime hours.

The Quincy Area has been contracted for COZEEP services; however, the contracts were created at the State level and only implemented at the Area level. All COZEEP reimbursable services were checked for errors by matching CHP 415's with the individual COZEEP Daily Reports and matched against the Area's monthly overtime reports. All reporting was completed within the required time frames.

#### COMMAND INSPECTION PROGRAM **EXCEPTIONS DOCUMENT**

Command:	Division:	Chapter:	
Quincy	Northern	8	
Inspected by:		Date:	
Lieutenant T. Garr		05/07/09	

Dogo 2		Lieutenant T. Garr		05/07/09
Page 2	-			
	N 1 1 0			11 (N)
Commander's Response:   ☐ Concur or ☐ D	O NOT CO	oncur (Do Not Concu	snall documen	t basis for response)
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Inspector's Comments: Shall address non conc	currence by	commander (e.g., fin	aings revisea, ti	naings unchangea,
etc.)				
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the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	1 de	4		8/12/9
(See Tit M 9.1, Chapter 6 for appear procedures.)	INSPECTOR'	S SIGNATURE		DATE
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☐ Concur ☐ Do not concur ☐	(40	null raises	u fe	0100 1000 3

#### INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command:	Division:	Number:
Garberville	Northern	126
Evaluated by:		Date:
J. Micheletti, #11872 Lt.		5/26/2009
Assisted by:		Date:
M. Mezzano, S	Sgt., #10584	5/26/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Inspector's	Signature	r:	
☑ Division Level ☐ Command Level	Maria de la companya della companya			
Office of Inspections Voluntary Self-Inspection	/ far		jun	2.7.5
Follow-up Required:	Commander's S	ignature:		Date: 6/1./09
For applicable policies, refer to HPM 11.1, Chapter 6.				
Note: If a "No" or "N/A" box is checked, the "Remarks" section	hallbetutilize	d for exp	blanation	
Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	⊠ Yes □	] No	□ N/A	Remarks:
Does the billing rate include mileage and other expenses such as uniform or equipment damage?	⊠ Yes □	] No	□ N/A	Remarks:
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?	⊠ Yes [	□No	□ N/A	Remarks:
4. Is the billing code documented on the Reimbursable Services Billing Memorandum?	⊠ Yes [	□No	□ N/A	Remarks:
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?	⊠ Yes [	] No	□ N/A	Remarks:
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?	⊠ Yes [	] No	□ N/A	Remarks:
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?	⊠ Yes [	□ No	□ N/A	Remarks:
8. Are written requests for specific services directed to the appropriate command?	⊠ Yes I	□No	□ N/A	Remarks:
<ol><li>9. Are traffic control services less than \$50,000 approved by Division?</li></ol>	⊠ Yes ]	□ No	□ N/A	Remarks:
10. Are traffic control services estimated to be \$50,000 or more approved by the Office of the Commissioner?	⊠ Yes	☐ No	□ N/A	Remarks: Largest = \$43,000
11. Are extraordinary protective services approved by the Assistant Commissioner, Field?	⊠ Yes	□ No	□ N/A	Remarks: None in File

#### **INSPECTION PROGRAM**

CHAPTER 8

<b>全国外共和国的特殊等等</b>	ough 17 pertain to collecting advance dep	osits.			
number r	bursable Services Agreement (RSA) log equested from Division for every contract?	⊠ Yes	□No	□ N/A	Remarks:
policy?	465 form completed in accordance with	⊠ Yes	□ No	□ N/A	Remarks:
14. Are adva	nce payments collected from the contracting prior to the start of the service?	⊠ Yes	☐ No	□ N/A	Remarks:
company	251 prepared and mailed to the contracting upon receipt of advance payments?	⊠ Yes	□No	□ N/A	Remarks:
Managen	467 prepared and submitted to the Fiscal nent Section upon completion of the al service(s)?	⊠ Yes	□No	□ N/A	Remarks:
17. Is a copy CHP 230	of the CHP 465 attached to the weekly and if applicable, a CHP 169?	☐ Yes	⊠ No	□ N/A	Remarks: Not Obtained
· · · · · · · · · · · · · · · · · · ·	rough 31 pertain to the preparation of agree	ements.			
	466 maintained?	⊠ Yes	□No	□ N/A	Remarks:
reimburs year, thre number f	numbers begin with the letter "R" to denote able services, followed by two digit fiscal se digit location code, and a sequential or each agreement?	⊠ Yes	□ No	□ N/A	Remarks:
year with with the	P 466 closed out at the end of each fiscal a new log implemented on July 1 beginning sequential number 001?	⊠ Yes	□No	□ N/A	Remarks:
21. Are all se reconcilir	equential numbers accounted for when ng with the Billing Memorandum?		□No	□ N/A	Remarks:
22. Are sequ	ential numbers not matching Billing ndums reconciled?	☐ Yes	□ No	⊠ N/A	Remarks: None
23. Is the ori	ginal RSA signed and filed at Area?	⊠ Yes	□No	□ N/A	Remarks:
arranger	e command proceed with all RSA nents, and if needed, ensure the requestor ined the necessary right-of-way, clearances, nits?	⊠ Yes	□No	□ N/A	Remarks:
	demnification clause included in the ent when requested?		□No	□ N/A	Remarks:
approve	clusion of the indemnification clause d by the Department of General Services, Legal Services?		□No	□ N/A	Remarks:
27. If the se	rvice is over \$50,000 per occasion, is a Repared and submitted to Contract	⊠ Yes	□No	□ N/A	Remarks:
ordinand one of the or other	y of the resolution, order, motion, or se of the local governing body obtained when ne contracting parties is a county, city, district, local public body?		□No	□ N/A	Remarks: None in File
	itary protection services referred to the Office ary Protection?		□No	□ N/A	Remarks: No Requests in File



#### INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	⊠ Yes	□No	□ N/A	Remarks:
31.	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	⊠ Yes	□No	□ N/A	Remarks:
Questi	ons 32 through 38 pertain to training agreement prod	edures a	nd reporti	ng for ser	vices provided.
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	☐ No	⊠ N/A	Remarks: No Training Agreements
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	⊠ Yes	□No	□ N/A	Remarks:
34.	Are copies of CHP 467 forms forwarded to the next level of review?	⊠ Yes	□No	□ N/A	Remarks:
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	⊠ Yes	□No	□ N/A	Remarks:
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	⊠ No	□ N/A	Remarks: Area Did Not Know This Was Required. Will Do In Future.
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	⊠ Yes	□ No	□ N/A	Remarks:
1	Are outstanding items being inspected and resolved?	⊠ Yes	□No	□ N/A	Remarks:
	ions 39 through 52 pertain to extraordinary protectiv Il projects:	e service:	and repo	ort of ove	rtime hours for reimbursable
39	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: No PŞD Requests
40	. Is a reimbursable special project code obtained on every contractual service?	⊠ Yes	□Ño	□ N/A	Remarks:
41	. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	☐ No	□ N/A	Remarks:
42	. Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	⊠ Yes	□No	□ N/A	Remarks:
43	. Are all corrections noted on the overtime report(s)?		□No	□ N/A	Remarks:
	Are overtime reports approved and dated by the commander after reconciling?		□No	□ N/A	Remarks:
	i. Is the original overtime report(s) forwarded to FMS?		□No	□ N/A	Remarks:
46	5. Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?	⊠ Yes	□ No	│	Remarks:

#### **INSPECTION PROGRAM**

CHAPTER 8

47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?	⊠ Yes	□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	☐ Yes	□No	⊠ N/A	Remarks: Not Verified at Division
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	⊠ Yes	□No	□ N/A	Remarks:
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: None in File
51. Are all payments made directly to FMS?	⊠ Yes	□No	□ N/A	Remarks:
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	Yes	□No	⊠ N/A	Remarks: None in File

#### INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Garberville	Division: Northern	Number: 126
Evaluated by: Sgt. Mezzano		Date: 05/26/2009
Assisted by: Lt. J. Micheletti		Date: 05/26/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

				1 0:			
TYPE OF INSPECTION			Lead Inspec	tor's Signature	9;		
Division Level	الموادية	18					
Office of Inspecti	1 The hold						
Follow-up Re	quired: ⊠ No	Follow-Up Inspection BY:	Commander AL	's Signature:		1	6/10/19
		HPM 11.1, Chapter 20.	327				
Note: If a "No" or "N	/A" box is che	ecked, the "Remarks" section	shall be uti	lized for exp	olanation.		
ensure that Reimburser arrest that r	a CHP 735, In ment Stateme meets the cos	sufficient procedures to ncident Response nt, is prepared for each recovery criteria?	⊠ Yes	□ No	□ N/A	Remarks:	
2. What are these procedures? The command uses the CHP 735A form to track DUI cost recoveries. When a 202/5 report is completed if the incident meets the requirements for DUI cost recovery the court officer enters the appropriate data into the Area Information System, (AIS) it automatically populates the CHP 735A. The report is reviewed by a Sergeant and then forwarded to the Office Assistant, (OA). The OA reviews the CHP 735 and processes it for the Commanders signature and forward to Fiscal Management Section. The OA maintains a copy the CHP 735A and checks case status on a weekly basis.						enters the The report is HP 735 and	
		a specific employee(s) HP 735 forms?	⊠ Yes	□ No	□ N/A	Remarks:	
the respons	ibility of proce	3 of this checklist is yes, is essing all CHP 735 forms ion or any other document?	⊠ Yes	□No	□ N/A	Remarks:	
5. Are all CHF Manageme	735 forms fonts for the 735 forms for the 735 forms for the 735 fo	orwarded to Fiscal  MS) properly with completed  A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks:	
to facilitate meeting the Influence (I involve cas	notification of requirement DUI) Cost Reles where the disconding test is possible no supporti	e a suspense system in place a conviction involving cases is of the Driving Under the covery Program? This would following criteria applies: atent (BAC) under .08% ositive for drugs onlying BAC test of drug test (i.e.,	⊠ Yes	□ No	□ N/A	reviewed w local court' weekly to in been close	The CHP 735A is eekly. A search of the s database is conducted dentify cases that have d. Upon notification, the s forwarded to FMS.

#### INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

7.	<ul> <li>Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?</li> <li>The date of BAC results of =.08% were received</li> <li>The date of BAC results of =.04% were received for a commercial driver</li> </ul>	⊠ Yes	□No	□ N/A	Remarks:
8.	of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?  The person arrested refused to provide a chemical test The arrest was for drugs only ABAC of < .08% was obtained	⊠Yes	□No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
	D. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
1	<ol> <li>Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?</li> </ol>	⊠ Yes	□ No	□ N/A	Remarks:
1.	<ol> <li>Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?</li> </ol>	⊠ Yes	□No	□ N/A	Remarks:
1	<ol> <li>Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?</li> </ol>	☐ Yes	⊠ No	□ N/A	Remarks: Officers were noting the violators name in the "Activity" section and highlighling the entry for easy identification. Policy was discussed and Area is changing their SOP to conform to policy.
4	<ul> <li>4. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?</li> <li>Response Time</li> <li>On-Scene Investigation</li> <li>Follow-up Investigation</li> <li>Report Writing</li> <li>Vehicle Storage</li> <li>Call Back</li> <li>Field Sobriety Testing</li> <li>Transportation</li> </ul>	⊠ Yes	□ No	□ N/A	Remarks:



#### **INSPECTION PROGRAM**

	<ul><li>Booking</li><li>Chemical Testing</li></ul>				
	Traffic Control				
15.	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□No	□ N/A	Remarks:
16.	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks:
17.	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
18.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
19.	In the absence of a CHP 735A, how is the command tr	acking the	DUI Cost F	Recovery F	Program?
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?  • Defendant Information	⊠ Yes	□No	□ N/A	Remarks:
	<ul> <li>Violation Information</li> <li>Court Information</li> <li>FMS Information</li> <li>BAC test results</li> </ul>			e.	
21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks:
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□No	⊠ N/A	Remarks: Headquarters function.
24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	☐ No	□ N/A	Remarks:
Quest	ion 25 pertains to Fiscal Management Section.				
25	. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	N/A	Remarks: Headquarters function.



### COMMAND INSPECTION PROGRAM

### **EXCEPTIONS DOCUMENT**

Page 1 of 2
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Command:	Division:	Chapter:		
Garberville	Northern	126		
Inspected by:	Date:			
Lt. Joe Micheletti		05/26/2009		

1 490 7 67 2						
number of the inspection in the Chapter I shall be routed to and its due date. This	inspection docume	Check appropriate boxes as necessary, or filen number. Under "Forward to:" enter the nexent shall be utilized to document innovative praction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide			
TYPE OF INSPECTION  Division Level Command Level  Executive Office Level		Total hours expended on the inspection: Three Hours expended.	☐ Corrective Action Plan Included ☐ Attachments Included			
Follow-up Required:	Forwa					
Chapter Inspection: 8 – DUI Inspector's Comments Regar	100th -	Recovery and Reimbursable Servionnovative Practices:	ces Contracts			
genuine interest in the program also assisted me in locating th	ns and e nece	mander Adam Jager regarding this I any input we might have to make essary documents to be inspected	them better. Lieutenant Jager			
Command Suggestions for St	tatewi	de Improvement:				
None.						
Inspector's Findings:						
Garberville Area is currently following all policies and procedures outlined in HPM 11.1, chapter 6 and 20. Also as a result of this inspection, Area will be sending a copy of the Reimbursable Services Control Log to Division each month.						
Commander's Response: ⊠ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)						

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,

None.

etc.)



#### COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command:	Division:	Chapter:		
Garberville Northern		126		
Inspected by:	Date:			
Lt. Joe Michel	05/26/2009			

Required Action	
Corrective Action Plan/Timeline	
None	

None.

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE  INSPECTOR'S SIGNATURE	DATE 69
	1/2 Michel 15.	6/11/09
Reviewer discussed this report with employee Concur Do not concur	CHONKAN. Passist XC	8/15/2009

#### INSPECTION PROGRAM

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Division: Alturas Northern		Number: 170 -02-09
Evaluated by: Lieutenant T. Ga	Date: 05/05/09	
Assisted by: Sergeant L. Pov	Date: 05/05/09	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

		1	1 0:		
TYPE OF INSPECTION	Lead Inspector's Signature:				
☐ Division Level ☐ Command Level			A		
Office of Inspections		1-4	_ CT		
Follow-up Required: ☐ Yes  ☐ No	Follow-Up Inspection BY:	Commanda	Signature:		Date: 2/12/09
For applicable policies, refer to		/			
Note: If a "No" or "N/A" box is ched	cked, the "Remarks" section s	shall be util	ized for ex	planation.	建物。但在自己的主义的是是是
Prior to the performance or contracting party informed services, departmental equipmental equipments  cancellation policy?	of the rates charged for uipment usage, and	☐ Yes	□ No	⊠ N/A	Remarks: The Alturas Area has not entered into any reimbursable contracts within the time period inspected.
<ol> <li>Does the billing rate included expenses such as uniform</li> </ol>	or equipment damage?	☐ Yes	□No	⊠ N/A	Remarks: See above
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?		☐ Yes	□No	⊠ N/A	Remarks: See above
Is the billing code docume     Services Billing Memorand	dum?	☐ Yes	☐ No	⊠ N/A	Remarks: See above
5. Is \$50 charged for each C assigned to the detail if the less than 24 hours prior to	e cancellation notification is	☐ Yes	☐ No	⊠ N/A	Remarks: See above
6. Is a minimum payment of when employee(s) could r cancellation of their service	4 hours overtime charged not be notified of the	Yes	□No	⊠ N/A	Remarks: See above
7. Is information regarding the necessary right-of-way clean	ne procedures to obtain earances or permits, local pertinent information made	☐ Yes	□No	⊠ N/A	Remarks; See above
Are written requests for sy the appropriate command	pecific services directed to	Yes	□ No	⊠ N/A	Remarks: See above
Are traffic control services approved by Division?		☐ Yes	□No	⊠ N/A	Remarks: See above
10. Are traffic control services	s estimated to be \$50,000 or fice of the Commissioner?	Yes	☐ No	⊠ N/A	Remarks: See above
11. Are extraordinary protection Assistant Commissioner.	ve services approved by the	∏Yes	□No	⊠ N/A	Remarks: See above

#### **INSPECTION PROGRAM**

**CHAPTER 8** 

Questi	ons 12 through 17 pertain to collecting advance dep	osits.			
	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	☐ Yes	□No	⊠ N/A	Remarks: The Alturas Area has not entered into any reimbursable services contracts during the time period inspected.
	Is a CHP 465 form completed in accordance with policy?	☐ Yes	□ No	⊠ N/A	Remarks: See above
	Are advance payments collected from the contracting company prior to the start of the service?	☐ Yes	□No	⊠ N/A	Remarks: See above
15.	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	☐ Yes	- 🗌 No	⊠ N/A	Remarks: See above
16.	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	Yes	□ No	⊠ N/A	Remarks: See above
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	□ No	⊠ N/A	Remarks: See above
Questi	ons 18 through 31 pertain to the preparation of agre	ements.			
18.	Is a CHP 466 maintained?	☐ Yes	□ No	⊠ N/A	Remarks: The Alturas Area has not entered into any reimbursable services contracts during the time period inspected.
19.	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	☐ Yes	□ No	⊠ N/A	Remarks: See above
20.	Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	☐ Yes	□No	⊠ N/A	Remarks: See above
21.	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	☐ Yes	□No	⊠ N/A	Remarks: See above
22.	Are sequential numbers not matching Billing Memorandums reconciled?	☐ Yes	□No	⊠ N/A	Remarks: See above
23.	Is the original RSA signed and filed at Area?	☐ Yes	□No	⊠ N/A	Remarks: See above
	. Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	☐ Yes	□ No	⊠ N/A	Remarks: See above
25	. Is the indemnification clause included in the agreement when requested?	☐ Yes	□No	⊠ N/A	Remarks: See above
26	. Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks: See above
27	. If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□No	⊠ N/A	Remarks: See above

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### **INSPECTION PROGRAM**

CHAPTER 8

28.	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	☐ Yes	□ No	⊠ N/A	Remarks: See above
	Are dignitary protection services referred to the Office of Dignitary Protection?	☐ Yes	□ No	⊠ N/A	Remarks: See above
30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□ No	⊠ N/A	Remarks: See above
	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: See above
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for sei	rvices provided.
32.	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	Yes	□ No	⊠ N/A	Remarks: The Alturas Area provides no departmental training to external agencies which would require a contractual agreement.
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	□ No	⊠ N/A	Remarks: See above
	Are copies of CHP 467 forms forwarded to the next level of review?	☐ Yes	□ No	⊠ N/A	Remarks: See above
35.	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	□No	⊠ N/A	Remarks: See above
36.	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	□No	⊠ N/A	Remarks: See above
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	☐ Yes	□ No	⊠ N/A	Remarks: See above
	Are outstanding items being inspected and resolved?	☐ Yes	□ No	⊠ N/A	Remarks: See above
	ions 39 through 52 pertain to extraordinary protectival projects.				
39	. Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□ No	⊠ N/A	Remarks: The Alturas Area has not provided contractual protective services.
	. Is a reimbursable special project code obtained on every contractual service?	☐ Yes	☐ No	⊠ N/A	Remarks: See above
41	. Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	☐ Yes	□No	⊠ N/A	Remarks: See above
42	Are the special project codes on the overtime report(s) verified to ensure the correct special project code has been used?	☐ Yes	□No	⊠ N/A	Remarks: The monthly overtime reports have not contained any reimbursable special project overtime within the time period inspected.

#### **INSPECTION PROGRAM**

CHAPTER 8

43. Are all corrections noted on the overtime report(s)?	☐ Yes	□No	⊠ N/A	Remarks: See above
44. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	☐ Yes	□No	⊠ N/A	Remarks: See above
46. Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?	☐ Yes	□No	⊠ N/A	Remarks: See above
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	☐ Yes	□No	⊠ N/A	Remarks: See above
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□No	⊠ N/A	Remarks: The Alturas Area has not had any reimbursable non-uniformed personnel hours within the past calendar year.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: See above
51. Are all payments made directly to FMS?	☐ Yes	□No	⊠ N/A	Remarks: See above
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	☐ Yes	□No	⊠ N/A	Remarks: See above

### COMMAND INSPECTION PROGRAM

Command:	Division:	Chapter:	
Alturas	Northern	8	
Inspected by:		Date:	
Lieutenant T. Garr		05/05/09	

**EXCEPTIONS DOCUMENT** 

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Total hours expended on the Corrective Action Plan Included inspection: □ Division Level □ Command Level Attachments Included Executive Office Level hours Forward to: Follow-up Required: Yes ⋈ No Due Date: Chapter Inspection: CHAPTER 8, Command Reimbursable Services and DUI Cost Recovery Inspector's Comments Regarding Innovative Practices: Command Suggestions for Statewide Improvement:

Inspector's Findings: The Alturas Area has not had any reimbursable services contracts within the time period covered by this

inspection. The Office Services Supervisor demonstrated a thorough knowledge with regard to

departmental policy and procedure governing tracking and reporting reimbursable contracts overtime hours.

#### COMMAND INSPECTION PROGRAM **EXCEPTIONS DOCUMENT**

Command:	Division:	Chapter:
Alturas	Northern	8
Inspected by:		Date:
Lieutenant Todd Garr		05/05/09

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Page 2		
Commander's Response: ☑ Concur or ☐	Do Not Concur (Do Not Concur shall document basis for re	esponse)
	•	
Inspector's Comments: Shall address non co etc.)	ncurrence by commander (e.g., findings revised, findings unch	nanged,
:	TOWNS FOR THE WAY TO ME A CONTROL OF THE WAY TO SHEET THE WAY TH	- CONTRACTOR CONTRACTOR
Required Action		
Corrective Action Plan/Timeline		
		<u> </u>
27.		
1		
Employee would like to discuss this report with	COMMANDER'S SIGNATURE DATE	
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	2/17/0	96
	INSPECTOR'S SIGNATURE DATE	
	8/12/0	39
Reviewer discussed this report with	REVIEWER'S SIGNATURE DATE	/
employee Do not concur	Frankett. Paucisty 8/15%.	2009
TELEGORICAL TELEGORICA T	Cum runion	

#### INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Alturas	Division: Northern	Number: 170 = 02 = 09
Evaluated by: Lt. Todd Garr		Date: 05/05/09
Assisted by: Sgt. George	Steffenson	Date: 05/05/09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspec	tor's Signatur	e:\	
☑ Division Level ☐ Command Lev	vel		8		
☐ Office of Inspections ☐ Voluntary Self-	Inspection		1-4	5	
Follow-up Required:	nspection	Commando	Signature:		Date: 9/12/09
For applicable policies, refer to HPM 11.1, Ch		/	/ =		Div.
Note: If a "No" or "N/A" box is checked, the "Rema		shall be uti	lized for ex	planation.	的复数形式医数据用度 的复数形式
Does the command have sufficient proced ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for arrest that meets the cost recovery criteria	e r each	⊠ Yes	□ No	□ N/A	Remarks:
2. What are these procedures?					•
Upon a qualifying incident, field officers collect CH and complete a CHP 735 for review by the shift se additional review is performed and/or placed in Architecture.	rgeant. The	CHP 735 pawaiting co	package is onviction/to	then forwa xicology r	arded to the clerical staff where
has the final level of review at which time the CHP	735 is signe	d and forw	arded to FN	/IS.	
1					
1					
					*
3. Does the command have a specific emplo	vee(s)	T	T	I	
assigned to process all CHP 735 forms?		⊠ Yes	☐ No	□ N/A	Remarks: The Office Services Supervisor has been assigned this task.
4. If the answer to question 3 of this checklis		1000-2		anama	Pomorko:
the responsibility of processing all CHP 73		⊠ Yes	☐ No	□ N/A	Remarks:

#### **INSPECTION PROGRAM**

-						
	1.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks:
	2.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies:  A Blood Alcohol Content (BAC) under .08%  A chemical test is positive for drugs only  There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□ No	□ N/A	Remarks:
	3.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?  The date of BAC results of =.08% were received  The date of BAC results of =.04% were received	⊠ Yes	□No	□ N/A	Remarks:
		for a commercial driver				
	4.	of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?  The person arrested refused to provide a chemical test  The arrest was for drugs only  A BAC of < .08% was obtained	⊠ Yes	□ No .	□ N/A	Remarks: Area has only one CHP 735 awaiting a conviction, pursuant to criteria in Section B, prior to submission to FMS.
	5.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
	6.	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
	7.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
	8.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks: One typographical error or a CHP 735 resulted in an undercharge of two hours from actual time worked

#### **INSPECTION PROGRAM**

CHAPTER 8

COMMAND DUI COST RECOVERY

1.	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□No	□ N/A	Remarks:
2.	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?	⊠ Yes	∏ No	□ N/A	Remarks:
	<ul> <li>Response Time</li> <li>On-Scene Investigation</li> <li>Follow-up Investigation</li> <li>Report Writing</li> </ul>		*\		
	<ul> <li>Vehicle Storage</li> <li>Call Back</li> <li>Field Sobriety Testing</li> <li>Transportation</li> <li>Booking</li> </ul>				
	<ul><li>Chemical Testing</li><li>Traffic Control</li></ul>				
3.	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:
4.	to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks:
5.	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
6.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□No	□ N/A	Remarks:
7.	In the absence of a CHP 735A, how is the command to	acking the	DUI Cost F	Recovery	Program?
	ed above, #6, a 735A is utilized.				
8.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?  Defendant Information Violation Information Court Information FMS Information	⊠ Yes	□ No	□ N/A	Remarks:

#### **INSPECTION PROGRAM**

9.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	☐ No	□ N/A	Remarks:
10.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:
11.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□ No	⊠ N/A	Remarks: No overpayments found.
12.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Questi	on 25 pertains to Fiscal Management Section.				
13.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□ No	□ N/A	Remarks:

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Alturas	Northern	8
Inspected by:		Date:
Lieutenant T. Garr, #13312		05/05/2009

number of the inspection in the Chapter shall be routed to and its due date. This	r Inspections docume	on number. Under "For nt shall be utilized to do	ward to:" enter the ocument innovative	or fill in the blanks as indicated. Enter the chapter enext level of command where the document e practices, suggestions for statewide by be used if additional space is required.
TYPE OF INSPECTION  Division Level Command  Executive Office Level	Level	Total hours expend inspection:	ed on the hours	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa  Due D		10 T	
Inspector's Comments Rega	arding I	nnovative Practice		es and DUI Cost Recovery
Command Suggestions for S	Statewi	de Improvement:		* :
				Til de la companya d

The inspection revealed that the Alturas Area's suspense system is functioning effectively. The inspection found no notable patterns of errors or omissions. The Alturas self-check system appears to identify errors or omissions prior to CHP 735 submission to FMS. The following, non-pattern forming errors, were identified. Alturas Area conducted a previous internal inspection of its CHP 735 process prior to this inspection. The Inspection team was informed of minor typographical errors and omissions which had been discovered by Area. Alturas Area had already conducted training, during Area training days, to refresh CHP 735 procedures and address deficiencies.

Inspector's Findings:

# **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Command: Alturas	Division: Northern	Chapter:
Inspected by:	Promon	Date:
Lieutenant T. Garr, #13312		05/05/2009

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Commander's Response: [ Concur or ] Do Not Concur (Do Not Concur shall docume	nt basis for response)
	7 THE STATE OF THE
(95)	
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised,	findings unchanged,
etc.)	
	100 cars of the caretain of all layers of the form
Required Action	2015年2月1日日日日日日日日
Corrective Action Plan/Timeline	
Corrective Action Figure 1111	
Employee would like to discuss this report with COMMANDER'S SIGNATURE	DATE
Employee would like to discuss this report with the reviewer.	A
(See HPM 9.1, Chapter 8 for appeal procedures.)	8/12/09
INSPECTOR'S SIGNATURE	DATE
RAUT.	8/12/09
Reviewer discussed this report with REVIEWER'S SIGNATURE	DATE
employee	0/-/0
Concur Do not concur Cloude W. Hewist Fr	8/15/05

#### INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Red Bluff Area	Division: Northern	Number:	
Evaluated by:		Date:	
Lt. M. Mulgrew		May 26, 2009	
Assisted by: Sgt. J. Gillespie		Date:	
Sgt. T. Poindexter		May 26, 2009	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspec	tor's Signature	e:		
☐ Division Level	Command Level					
Office of Inspections	☐ Voluntary Self-Inspection	U. Waters				
Follow-up Required: ⊠ Yes	Follow-Up Inspection	Commande	r's Signature:	1		Date:
For applicable policies, refer	to HPM 11.1, Chapter 20.					
Note: If a "No" or "N/A" box is o	checked, the "Remarks" section	shall be uti	lized for ext	olanation.		
Does the command hat ensure that a CHP 735	ve sufficient procedures to , Incident Response nent, is prepared for each	☐ Yes	⊠ No	□ N/A	Remarks: An	ea personnel are aware alcohol related but drug under represented (see
already completed one. The Coblood results to return and place commander for signature and the Note: a random sampling of DN have a CHP 735 completed. A have a CHP 735 associated where the complete is a complete in the complete is a complete in the compl	urt Officer determine if a CHP 73 court Officer maintains the CHP 33 court Officer maintains on the CHP 33 court Officer maintains on the CHP 33 court Officer maintains of CHP 33 court Officer maintains on the CHP 33 court Officer maintains on the CHP 33 court Officer maintains in	735 and co 735. Once S. eria (includi	nducts any e the CHP 7 ng response	follow up 735 is com e for a BO	necessary, aplete it is fo	such as waiting for orwarded to the Cost Recovery did
Does the command has assigned to process a	ave a specific employee(s)	⊠ Yes	□ No	□ N/A	Remarks: C Assistant.	Court Officer and Office
the responsibility of pr	ion 3 of this checklist is yes, is ocessing all CHP 735 forms ription or any other document?	☐ Yes	⊠ No	□ N/A	Remarks: N memorandi	Not identified in SOP or um.
	-11174		V			

#### **INSPECTION PROGRAM**

5.	Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:
	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies:  A Blood Alcohol Content (BAC) under .08%  A chemical test is positive for drugs only  There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□No	□ N/A	Remarks:
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates?	☐ Yes	⊠ No	□ N/A	Remarks: Not all samples were within 10 days. 40% were outside the 10 day limit and they averaged: 19 days.
	<ul> <li>The date of BAC results of =.08% were received</li> <li>The date of BAC results of =.04% were received for a commercial driver</li> </ul>				
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following?  The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	⊠ Yes	□ No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
10	. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	☐ No	⊠ N/A	Remarks: No transients or 735A.
11	. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks: a few CHP 735s had fewer hours than could be charged. No 735 had more hours than accounted for on CHP 415

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### **INSPECTION PROGRAM**

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: No billable times in the Notes section.
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?  • Response Time  • On-Scene Investigation  • Follow-up Investigation  • Report Writing  • Vehicle Storage  • Call Back	⊠ Yes	□ No	□ N/A	Remarks:
<ul> <li>Field Sobriety Testing</li> <li>Transportation</li> <li>Booking</li> <li>Chemical Testing</li> <li>Traffic Control</li> </ul>	*			
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	□ No	⊠ N/A	Remarks: None were listed in inspected items.
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠Yes	□ No	□ N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	⊠ No	□ N/A	Remarks: This form is not utilized.
19. In the absence of a CHP 735A, how is the command to the Area's Court Officer utilizes a suspense system to track of other CHP 735s are completed and processed.				
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system?  • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results	☐ Yes	⊠ No	□ N/A	Remarks: Although the Court Officer tracks open cases through a suspense system, there is no one monitoring system tracking the information listed here.

#### **INSPECTION PROGRAM**

21	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□ No	□ N/A	Remarks: No cases over 12 months.
22	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□ No	⊠ N/A	Remarks: No monitoring system, just suspense system of open cases.
23	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	☐ No	⊠ N/A	Remarks: No refunds
24	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Quest	ion 25 pertains to Fiscal Management Section.				
25	. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	☐ No	⊠ N/A	Remarks:

## COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Red Bluff Area	Northern	8
Inspected by:	•	Date: May 26, 2009
Lt. M. Mulgrew		May 26, 2009

Page 1 of 2

	Inspection docume	on number. Under "Forwant shall be utilized to doc	ard to:" enter the nex sument innovative pra	
TYPE OF INSPECTION  ☑ Division Level ☐ Command L  ☐ Executive Office Level	evel	Total hours expended inspection:	d on the	<ul><li>☑ Corrective Action Plan Included</li><li>☐ Attachments Included</li></ul>
Follow-up Required:  ☐ Yes  ☐ No	Forwa			
Chapter Inspection: Chapter Inspector's Comments Regar N/A			S:	
Command Suggestions for S N/A	tatewi	de Improvement:		
Inspector's Findings:		10 140 550 mm 1		

Overall, the Red Bluff Area has a sound DUI Cost Recovery Program – personnel are aware of the program and its criteria for use. A random sampling of DUI (alcohol) cases indicated that the Area has a clear understanding of the DUI Cost Recovery process, as each case that had CHP 735 indicators did have a CHP 735 associated with it. Random samplings of drug only arrests did not result in a similar conclusion. The inspection team pulled a variety of drug only arrests and those that met CHP 735 criteria did not have a CHP 735 associated with it. The samplings of the Area's DUI Cost Recovery forms only resulted in one drug only arrest, which would appear to be an under representation of such cases.

The Area's Court Officer and Accident Review Officer are responsible for review and processing of CHP 735s, but this responsibility is not listed in anyone's job description. Although Area was close to meeting the 10 day requirement to forward CHP 735s to FMS, there is room for improvement. The Area commander is aware of the requirement and regularly reviews the reports from FMS, identifying their average processing time.

Area does not utilize the CHP 735A as a tracking or monitoring system. The court Officer tracks open cases through a simple suspense system but there is no monitoring system in place. Additionally, as is similar to other Area commands, the Notes section of the CHP 415 is not being used to list required information.

## COMMAND INSPECTION PROGRAM

#### **EXCEPTIONS DOCUMENT**

Page 2 of 2

Command: Red Bluff Area	Division: Northern	Chapter: 8
Inspected by: Lt. M. Mulgrew	•	Date: May 26, 2009

Commander's Response: 🖂 Concur or 🗌 Do Not Concur (Do Not Concur shall document basis for response)
The commander acknowledged the four issues noted under the Inspector's Findings heading and will ake appropriate action to correct noted deficiencies.
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)
* 255 (251 ) The distribution of the Plant Co. A State of the Co. A State of the Co. And East 195 (251 ) The Co. A
Required Action
Corrective Action Plan/Timeline
The falls wing corrective action stone have been taken subacquent to the Chanter 9 inchestion

The following corrective action steps have been taken subsequent to the Chapter 8 inspection.

- 1) A briefing item was prepared and briefed requiring the completion of the CHP 735 for drug only arrests when the requisite criteria are met. Additionally, personnel were instructed to record the name of the defendant on page one of the CHP 415.
- 2) The special duty job description contained in the Area SOP has been updated to include the review and processing of CHP 735s.
- 3) The special duty officer has improved the suspense system which should reduce the average time it takes to process a CHP 735.

Employee would like to discuss this report with the reviewer.  (See HPM 9.1, Chapter 8 for appeal procedures.)	Hamy 1. Smithet	8-24-09
	INSPECTOR'S SIGNATURE	8/20/09
☐ Reviewer discussed this report with employee ☐ Do not concur	Charles SIGNATURE	8/25/09

#### **INSPECTION PROGRAM**

CHAPTER 8
COMMAND REIMBURSABLE SERVICES

Command: Red Bluff	Division: Northern	Number:
Evaluated by: Lt. M. Mulgrew		Date: May 26, 2009
Assisted by: Sgt. J. Sgt. T. Poindexter	Gillespie	Date: May 26, 2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	Lead Inspec	tor's Signatur	e:	1		
☐ Command Level						
Division Level						
Office of Inspections Voluntary Self-Inspection	Mi.	Commander's Signature. Date:				
Follow-up Required:   Follow-Up Inspection				Date:		
☐ Yes ☒ No BY:	- 1/	1. L	\ \	7-14-09		
For applicable policies, refer to HPM 11.1, Chapter 6.	Hany		orper—			
Note: If a "No" or "N/A" box is checked, the "Remarks" section	n shall be ut	lized for ex	planation.			
Prior to the performance of services, is the contracting party informed of the rates charged for services, departmental equipment usage, and cancellation policy?	☐ Yes	□No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.		
Does the billing rate include mileage and other expenses such as uniform or equipment damage?		□ No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.		
3. When a safety service is provided to another state agency, is the agency's five-digit billing code obtained?		□No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts,		
Is the billing code documented on the Reimbursable Services Billing Memorandum?		☐ No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.		
5. Is \$50 charged for each CHP uniformed employee assigned to the detail if the cancellation notification is less than 24 hours prior to the scheduled service?		□ No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts. This is applicable to Cozeep, but did not occur in inspection time period.		
6. Is a minimum payment of 4 hours overtime charged when employee(s) could not be notified of the cancellation of their service(s)?		□ No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts. This is applicable to Cozeep, but did not occur in inspection time period.		
7. Is information regarding the procedures to obtain necessary right-of-way clearances or permits, local requirements, and other pertinent information made available to inquiring parties?		☐ No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.		
8. Are written requests for specific services directed to the appropriate command?	⊠ Yes	☐ No	□ N/A	Remarks:		
Are traffic control services less than \$50,000 approved by Division?	☐ Yes	□No	⊠ N/A	Remarks: Although Area has none, they are aware of policy.		
10. Are traffic control services estimated to be \$50,000 more approved by the Office of the Commissioner?		□No	⊠ N/A	Remarks: Although Area has none, they are aware of policy.		

#### **INSPECTION PROGRAM**

CHAPTER 8

11.	Are extraordinary protective services approved by the Assistant Commissioner, Field?	☐ Yes	□No	⊠ N/A	Remarks: Area is aware, but no occurrence in inspection sampling period.
Questi	ons 12 through 17 pertain to collecting advance dep	osits.			
12.	Is a Reimbursable Services Agreement (RSA) log number requested from Division for every contract?	☐ Yes	□No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.
13.	Is a CHP 465 form completed in accordance with policy?	☐ Yes	☐ No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.
14.	Are advance payments collected from the contracting company prior to the start of the service?	☐ Yes	☐ No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.
	Is a CHP 251 prepared and mailed to the contracting company upon receipt of advance payments?	☐ Yes	☐ No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.
	Is a CHP 467 prepared and submitted to the Fiscal Management Section upon completion of the contractual service(s)?	☐ Yes	☐ No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.
	Is a copy of the CHP 465 attached to the weekly CHP 230, and if applicable, a CHP 169?	☐ Yes	☐ No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.
Quest	ions 18 through 31 pertain to the preparation of agre	ements.			
18	. Is a CHP 466 maintained?	☐ Yes	□No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.
19	Do RSA numbers begin with the letter "R" to denote reimbursable services, followed by two digit fiscal year, three digit location code, and a sequential number for each agreement?	Yes	☐ No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts,
20	. Is the CHP 466 closed out at the end of each fiscal year with a new log implemented on July 1 beginning with the sequential number 001?	Yes	□No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.
21	Are all sequential numbers accounted for when reconciling with the Billing Memorandum?	☐ Yes	□No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.
22	. Are sequential numbers not matching Billing Memorandums reconciled?	Yes	□No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts,
23	ls the original RSA signed and filed at Area?	Yes	□No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.
24	Does the command proceed with all RSA arrangements, and if needed, ensure the requestor has obtained the necessary right-of-way, clearances, and permits?	☐ Yes	□No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.
	Is the indemnification clause included in the agreement when requested?	Yes	□No	⊠ N/A	Remarks: Not requested.
26	Is the inclusion of the indemnification clause approved by the Department of General Services, Office of Legal Services?	☐ Yes	□No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.

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27.	If the service is over \$50,000 per occasion, is a CHP 78R prepared and submitted to Contract Services Unit?	☐ Yes	□ No	⊠ N/A	Remarks: See #10,
28.	Is a copy of the resolution, order, motion, or ordinance of the local governing body obtained when one of the contracting parties is a county, city, district, or other local public body?	Yes	□ No	⊠ N/A	Remarks: No required occurrence,
29.	Are dignitary protection services referred to the Office of Dignitary Protection?	⊠ Yes	☐ No	□ N/A	Remarks: If they are requested,
30.	Are CHP 312 forms, CHP 313 forms, and CHP 467 forms prepared when a statewide agreement is in effect?	☐ Yes	□No	⊠ N/A	Remarks: No statewide agreements.
31.	When state agencies are requesting a statewide agreement, are they referred to Enforcement Services Division, Field Support Section?	☐ Yes	□No	⊠ N/A	Remarks: No occurrence.
Questi	ons 32 through 38 pertain to training agreement pro	cedures a	nd reporti	ng for ser	vices provided.
	Is a CHP 230 prepared by the contracting party when fees are collected on the day of the training session?	☐ Yes	□No	⊠ N/A	Remarks: No training agreements.
33.	Are the original CHP 467 and contract agreement submitted to Fiscal Management Section (FMS) upon completion of services (other than COZEEP, MAZEEP, extraordinary protective services, and special projects) within 5 days?	☐ Yes	☐ No	⊠ N/A	Remarks: No training agreements.
34.	Are copies of CHP 467 forms forwarded to the next level of review?	Yes	□No	⊠ N/A	Remarks: No training agreements.
	Is the date when the Billing Memorandum was sent to FMS noted on the Reimbursable Services Control Log?	☐ Yes	☐ No	⊠ N/A	Remarks: No training agreements.
	Is a copy of the command's Reimbursable Services Control Log forwarded or e-mailed to the Division Coordinator at the end of each month?	☐ Yes	☐ No	⊠ N/A	Remarks; No training agreements,
37.	Is the Reimbursable Services Control Log verified with the copies of the Billing Memorandums to ensure all reimbursable time has been reported to FMS for billing purposes?	Yes	☐ No	⊠ N/A	Remarks: No training agreements.
	Are outstanding items being inspected and resolved?	☐ Yes	□No	⊠ N/A	Remarks: No training agreements,
	ions 39 through 52 pertain to extraordinary protectivity in the second section in the second section is a second section of the second section in the second section is a second section of the second section in the second section is a second section of the second section in the second section is a second section of the section is a second section of the section of	ve service	s and repo	ort of ove	rtime hours for reimbursable
	Is a copy of the CHP 467 and CHP 465 submitted to FMS upon completion of extraordinary protective services?	☐ Yes	□No	⊠ N/A	Remarks: No such service provided,
40	Is a reimbursable special project code obtained on every contractual service?	Yes	□No	⊠ N/A	Remarks: Red Bluff Area did not have any reimbursable services contracts.
	Is the overtime report(s) for reimbursable special project(s) used to reconcile CHP 415 forms for each special project?	⊠ Yes	□No	□ N/A	Remarks: Cozeep/Mazeep
42	Are the special project codes on the overtime report(s) verified to ensure the correct special project		□ No	□ N/A	Remarks:

#### **INSPECTION PROGRAM**

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COMMAND REIMBURSABLE SERVICES

code has been used?				
43. Are all corrections noted on the overtime report(s)?	⊠ Yes	□No	□ N/A	Remarks:
44. Are overtime reports approved and dated by the commander after reconciling?	⊠ Yes	□No	□ N/A	Remarks:
45. Is the original overtime report(s) forwarded to FMS?	⊠ Yes	□No	□ N/A	Remarks:
46. Is a copy of the overtime report forwarded to Division by the 10 <sup>th</sup> of the month (except COZEEP/MAZEEP)?	⊠ Yes	□No	□ N/A	Remarks:
47. Are all COZEEP/MAZEEP reports forwarded to Division by the 15 <sup>th</sup> of the month?		□No	□ N/A	Remarks:
48. Are all COZEEP/MAZEEP reports approved by Division and forwarded to FMS by the 30 <sup>th</sup> of the month?	☐ Yes	□No	⊠ N/A	Remarks: Division responsibility.
49. Is a copy of the CHP 71 attached to the overtime report(s) when there are reimbursable nonuniformed personnel hours?	☐ Yes	□No	⊠ N/A	Remarks: No nonuniformed reimbursable overtime.
50. Is an amendment of service agreement requested prior to the fund being depleted, and if necessary, is the service discontinued?	☐ Yes	□No	⊠ N/A	Remarks: No such occurrence.
51. Are all payments made directly to FMS?	☐ Yes	□ No	⊠ N/A	Remarks: All services were paid directly to FMS except for Fairground services. Payment was forwarded to FMS.
52. Does the command require delinquent companies to pay outstanding invoices in full prior to providing any future services?	Yes	☐ No	⊠ N/A	Remarks: Area is aware of policy but no such occurrence in inspection sampling.

# **COMMAND INSPECTION PROGRAM** EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Red Bluff Area	Northern	8
Inspected by:		Date:
Lt. M. Mulgrew		May 26, 2009

Page 1 of 2

	Inspection docume	on number. Under "Forwa ent shall be utilized to doc	ard to:" enter the nexument innovative pr	
TYPE OF INSPECTION  Division Level Command Level  Executive Office Level		Total hours expended on the inspection:		☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: ☐ Yes ⊠ No	Forwa			
Chapter Inspection: Chapter Inspector's Comments Regard				
N/A				
Command Suggestions for S N/A	tatewi	de Improvement:		
Inspector's Findings:				

The Red Bluff Area did not have any reimbursable services contract to audit, however, it did have Cozeep/Mazeep services which were audited. The inspection found the Area to be within policy and personnel were aware of policy requirements if they do encounter a request for a reimbursable service contract.

## COMMAND INSPECTION PROGRAM

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EXCEPT	TIONS.	DOCUMENT	

Command:	Division:	Chapter:
Red Bluff Area	Northern	8
Inspected by:		Date:
Lt. M. Mulgrew		May 26, 2009

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Page 2 of 2		
Commander's Response: ⊠ Concur or [	☐ Do Not Concur (Do Not Concur shall do	cument basis for response)
Inspector's Comments: Shall address non o	concurrence by commander (e.g., findings revi	sed, findings unchanged,
etc.)		
	<b>《张维·西班牙斯》</b> 如何"克里克"(2006年)。	WAY TERMINING
Required Action		
Corrective Action Plan/Timeline		Profitory and works and a second
Corrective Action Flam Timeline		
None.		
*		
☐ Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer	110 4.11	8-24-09
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR'S SIGNATURE	DATE
	1.1 1.1 0	8/20/09 DATE 8/25/09
Reviewer discussed this report with	REVIEWER'S SIGNATURE	DATE
employee	Contral Parisit	2/5-60
Concur Do not concur	( Mank ON FOR 1 1111)	0/25/09